OPEN SYSTEMS® Accounting Software

Bill of Materials/Kitting
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you use to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you use Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 **-c** B **-a** apple

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**apple **-c**H

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Bill of Materials/Kitting System

Use Bill of Materials/Kitting to account for assemblies that you manufacture (bills of materials) or take from inventory and sell (kits). The assemblies can be created from raw materials, other assemblies, or a combination of raw materials and assemblies.

For example, a computer reseller sells a computer system as a single unit made up of a monitor, a keyboard, a CPU, a printer and a printer stand. The reseller buys the monitor, the keyboard, the CPU and the printer from different companies. The business also buys raw material for the printer stand, but the reseller's business builds the stand for the customer.

The computer system is a kit. The reseller identifies the system as a kit ID (CS0001), with five types of components from inventory: one monitor, one keyboard, one CPU, one printer, and one stand. Each can be sold separately.

The stand is an assembly represented as a bill of materials. The reseller identifies it as an assembly ID (SH0001), with three types of components: five boards, two metal plates, and eighteen screws. The boards, plates, and screws are not sold separately from each other.

The parts that make up the other components are not sold separately either—for example, the **F7** key or the monitor shell is not sold separately. The difference between the stand and the other components is that the reseller is in charge of assembling the stand. The reseller does not need to assemble a keyboard, a monitor, and a CPU; they may as well be raw materials.

The example illustrates the difference between a kit and a bill of materials. Each different kind of component in a kit can be sold separately. (You must use the Sales Order application to sell kits; Bill of Materials/Kitting does not work with the Accounts Receivable application alone.) Selling a kit is no different from selling its components separately (other than saving keystrokes).

A bill of materials is composed, at least in part, of components that are not sold separately and that the user's business is in charge of building.

The final stage involving a kit is its sale through the Sales Order application (which recognizes the item as a kit). The final stage involving a bill of materials is updating the **INVExxx** (Inventory Items) file with the on-hand quantity of the finished product. After the assembly is built, it is identified as an item in the Inventory application, and you can sell it as an item through the Accounts Receivable application or the Sales Order application.

An assembly (or a built bill of materials) is identified differently from a kit. Bill of Materials/Kitting is the only OSAS application that identifies an item ID as an assembly ID. Inventory, Accounts Receivable, and Sales Order see an assembly as another item. However, Bill of Materials/Kitting and Sales Order distinguish between a kit and an item.

Inventory and Bill of Materials/Kitting check the Inventory system for the item ID if the item is an assembly. Sales Order and Bill of Materials/Kitting read the **BKMHxxx** (Master Header) and **BKMDxxx** (Master Detail) files for the item ID if the item is a kit.

If an assembly is sold as a kit, the appropriate items are subtracted from Inventory. Following the example above, if the reseller sells one kit CS0001 (the computer system), the on-hand quantities of CPUs, keyboards, monitors, printers and stands are all decreased by one.

If an assembly is sold as an item, its quantity decreases by one in Inventory; the quantities of its constituent parts decrease when the assembly is being built. Following the example above, when the computer system is sold, the number of stands decreases by one, but the number of boards, plates, and screws stays the same. Those numbers are adjusted accordingly only when you use the **Build Assembly** function.

If the reseller sells the kit and each component decreases by one, the reseller must check the quantities of each piece of equipment. If the number of monitors, keyboards, CPUs, or printers is in the negative range, the reseller orders more from the vendor. If the number of stands is in the negative range, the reseller, knowing that the stand is an assembly, sees from the bill of materials for the stand that each stand uses five boards, two plates, and eighteen screws.

The reseller checks inventory again for the bill of materials' components. If the right quantity of necessary items is not in stock, the reseller places the appropriate order. If the right quantity is in stock, the reseller supervises the assembly of the stand and then uses Bill of Materials/Kitting to enter the fact that a stand has been built.

To do this task with only the Inventory application, the reseller needs to know which items make up a stand along with any other items the business is responsible for making. Inventory can track an item's ID, description, quantity, cost, and so on, but it cannot automatically track its constituent parts or quantities of those parts.

Daily Work

Use the Daily Work functions for operations that involve building and tracking assemblies, producing the Build Assembly Journal, undoing a build, and posting transactions.

Reports

Use the Reports functions to produce summarized information about components, costs, and histories.

File Maintenance

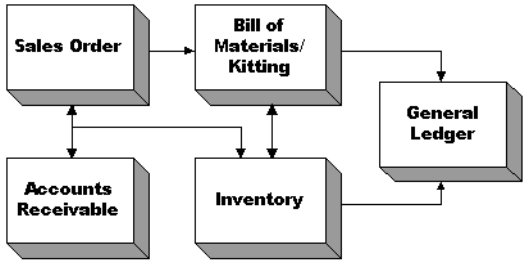
Use the File Maintenance functions to set up and maintain information about assemblies and kits.

Master File Lists

Use the Master File Lists functions to produce information about kits and bills of material.

Application Interaction

Bill of Materials/Kitting requires Inventory to run. These two applications can be used alone, but are most useful when you interface them with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. Doing so reduces data entry time and the number of errors that might happen along the way.

Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.

- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed** (**OK**) command" in the user's manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you use UNIX or Linux, the text main menu appears.

If you use Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you use Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you use the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

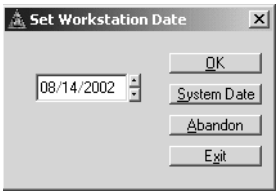
Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).

Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

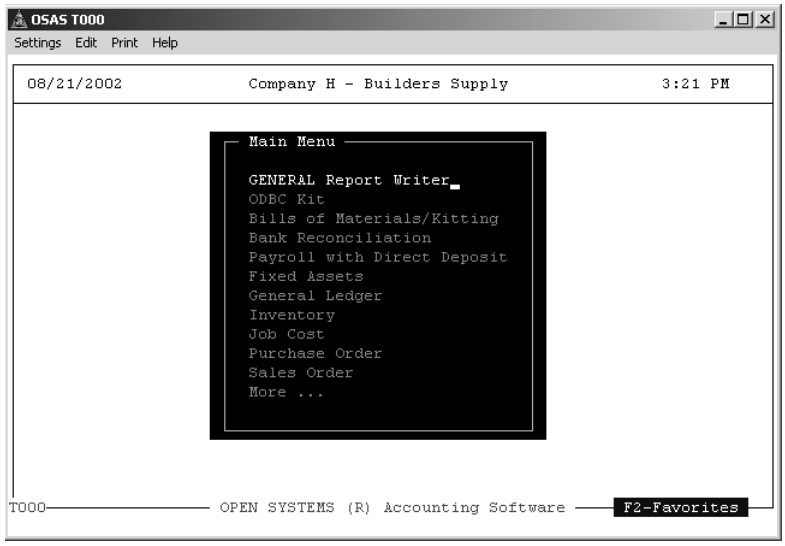
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit** (**F7**) to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	**Esc+H**	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	**Esc+W**	Toggles between the **Favorites** and main menus.
F3 (Change Company)	**Esc+D**	Allows you to switch to a different company.
F4 (Access Code/Other)	**Esc+O**	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-24 for more information on the commands available.
F5 (Live/ Sample Data)	**Esc+X**	Switches between live and sample data.
F6 (Workstation Date)	**Esc+F**	Allows you to change the workstation date.
F7 (Exit)	**Esc+M**	Exits from OSAS.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	**Esc+U**	Allows you to change to a different fiscal year when you are inside the **General Ledger** or **Payroll** menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	**Ctrl+Z**	Pressing this key (or key combination) on the main menu adds the selected application or function to your **Favorites** menu. Pressing this key on the **Favorites** menu removes the selected application or function from the **Favorites** menu.
Shift+F2 (Application Info)	**Esc+I**	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	**Esc+G**	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	**Esc+K**	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

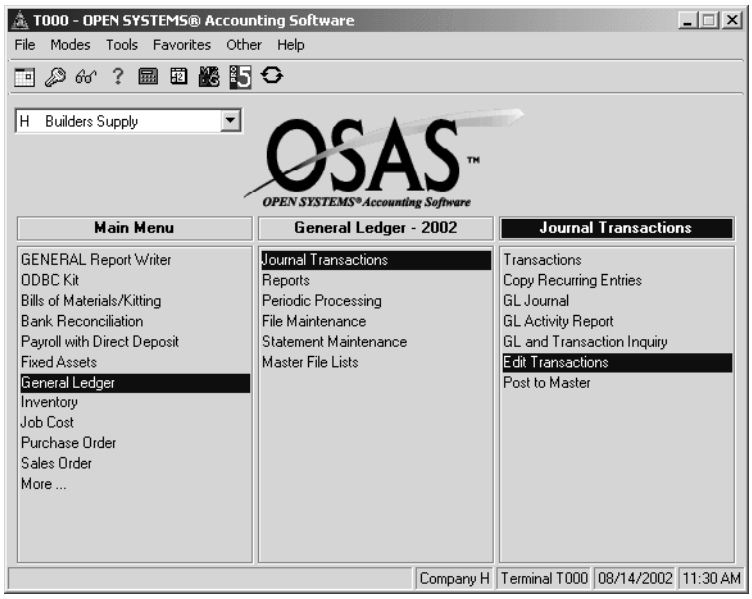
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

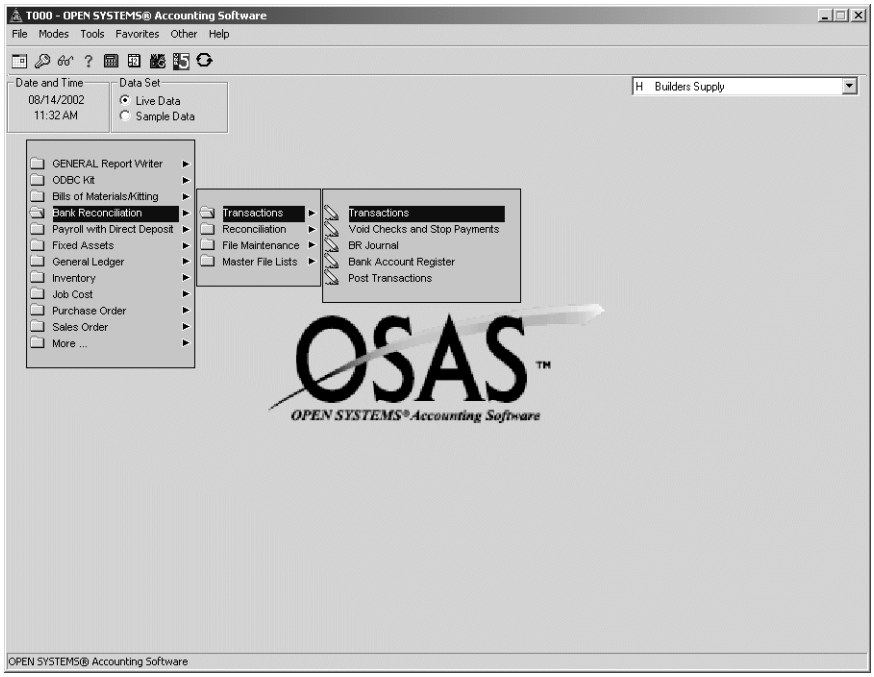
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit** (**F7**).
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit** (**F7**) to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

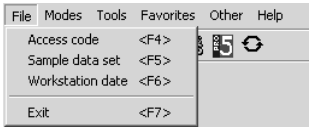
Main Menu Elements

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.

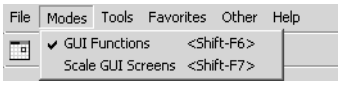
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



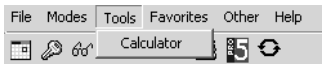
Command	Description
Access Code	Opens the Access Code dialog box. See "Access Codes" on page 1-13 for more information.
Sample data set/ Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See "Workstation Dates" on page 1-13 for more information.
Exit	Exits OSAS.

Modes Menu



Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu

Command	Description
Change to Favorites	Toggles between the **Favorites** and main menus. See “Favorites Menu” on page 1-51 for more information.

Other Commands Menu

Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.

Command	Description
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu

Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.

Button	Description
	Opens the Workstation Date dialog box to change the workstation date. See “Workstation Dates” on page 1-13 for more information.
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-13 for more information.
	Displays the **Application Information** dialog box.
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.

Button	Description
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see "Appendix F" in the *Resource Manager User's Manual*.
	Toggles between the **Favorites** and main menus. See "Favorites Menu" on page 1-51 for more information.

Right-Click Menu

On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

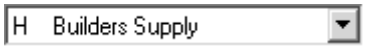
Command	Description
Add to/Remove Favorites (**F10**)	Use the **Add to/Remove Favorites Menu** button to add the desired submenu or function to or from your **Favorites** menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between the **Favorites** and main menus.
Sample Data/Live Data (**F5**)	Switches between sample and live data.

Command	Description
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (**F1**)	Displays information about the selected function.

Data Set

On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.

You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-30 for more information.
- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

```
Enter = edit, Append,  View,  Workstation ID,  Header
```

The commands that are available depend upon the function you use. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the **Ins** flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	**Esc+H**	Opens the help description for the current field.

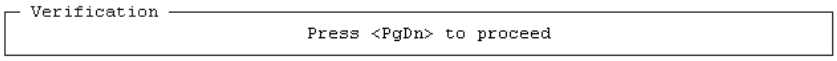
Command Key	Alternate Key	Description
F2 (Inquiry)	**Esc+W**	Opens the Inquiry screen for the current field. This command is available for a field when the **Inquiry** flag appears at the bottom of the screen. See “Inquiry Commands” on page 1-45 for more information.
F3 (Delete)	**Esc+D**	Deletes the current record or line item (when allowed).
F4 (Others)	**Esc+O**	Opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-24 for more information on the commands available.
F5 (Abandon)	**Esc+X**	Abandon processing or clear all fields.
F6 (Maint)	**Esc+F**	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the **Maint** flag appears at the bottom of the screen.
F7 (Exit)	**Esc+M**	Exits from the function.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	**Esc+U**	Clears the contents of the current field.
F10 (Delete)	**Ctrl+Z**	Deletes information to the end of the line.

Command Key	Alternate Key	Description
Shift+F2 (Info Menu)	**Esc+I**	Opens an information menu for the function when the **Info** flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See “Information Menu” on page 1-39 for more information.
Shift+F3	**Esc+B**	Uses the item alias lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-47 for more information. In Sales Order, pressing this key combination allows you to enter purchase requisitions from the **Ordered**, **Units**, **Shipped**, and **Backordered** fields. In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.
Shift+F4 (Part # Lookup)	**Esc+C**	Uses the customer/vendor part number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-47 for more information.
Shift+F5 (Item Detail Lookup)	**Esc+G**	Uses the item detail lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-47 for more information.
Shift+F6 (Lot Lookup)	**Esc+K**	Uses the lot lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-47 for more information.
Shift+F7 (Serial Number Lookup)	**Esc+N**	Uses the serial number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-47 for more information.

Command Key	Alternate Key	Description
Shift+F8 (Item Descr. Lookup)		Uses the item description lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-47 for more information.
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the **Quick** flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the **Verify** flag appears at the bottom of the screen.

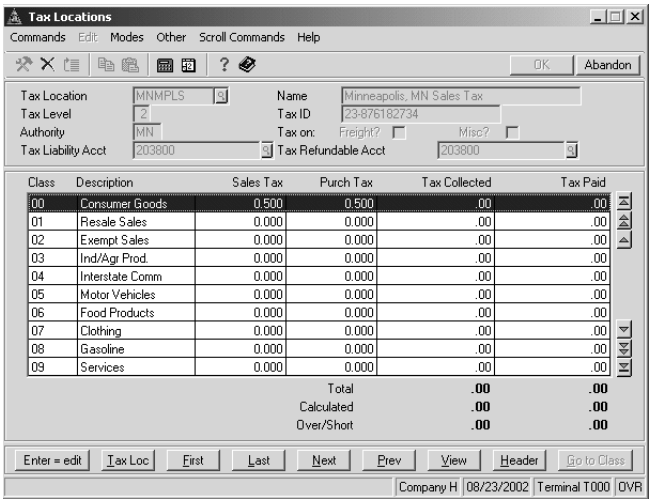
Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.



OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.


Tax Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Tax Location MNMPLS
Name Minneapolis, MN Sales Tax
Tax Level 2
Tax ID 23-876182734
Authority MN
Tax on: Freight? Misc?
Tax Liability Acct 203800
Tax Refundable Acct 203800
Class Description Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods 0.500 0.500 .00 .00
01 Resale Sales 0.000 0.000 .00 .00
02 Exempt Sales 0.000 0.000 .00 .00
03 Ind/Agr Prod. 0.000 0.000 .00 .00
04 Interstate Comm 0.000 0.000 .00 .00
05 Motor Vehicles 0.000 0.000 .00 .00
06 Food Products 0.000 0.000 .00 .00
07 Clothing 0.000 0.000 .00 .00
08 Gasoline 0.000 0.000 .00 .00
09 Services 0.000 0.000 .00 .00
Total .00 .00
Calculated .00 .00
Over/Short .00 .00
Enter = edit Tax Loc First Last Next Prev View Header Go to Class
Company H 08/23/2002 Terminal T000 OVR

You can move around the screen in these ways:

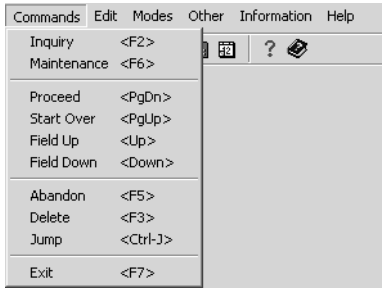
- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

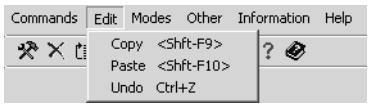
Commands Menu



Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.

Command	Description
Delete	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

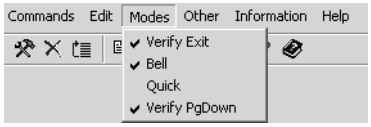
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

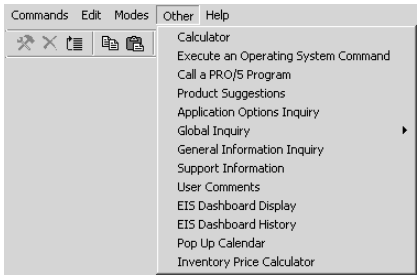
Modes Menu

Select the options you want to use.



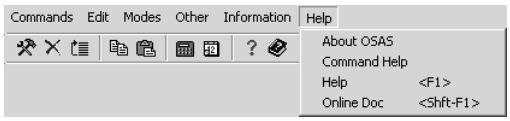
Command	Description
Verify Exit	When verification is turned on, you must press a key twice to verify that you want to exit or abandon functions.
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press **PgDn** twice to proceed to the next screen or to save your entries.

Other Commands Menu



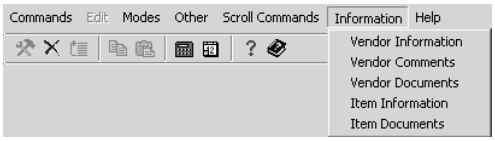
See “Other Commands Menu” on page 1-24 for information on this menu’s commands.

Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.
Help	Lists information about the field on which you are working.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

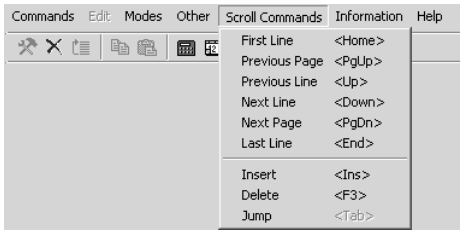
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

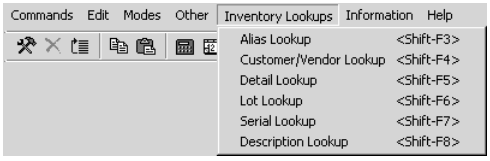
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu



If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Function Screen Toolbar

Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.

Right-Click Menu

The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry

When the Inquiry button appears next to a field on a function screen, you can either click the button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons

When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands

OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help** (**F1**) command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the **xxHELP** file from the distribution media to the /**PROGxx** subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press **F6** to enter the edit screen for the help content before you can press **F3**.
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.

The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.

Key	Button	Description
Ins (Look Up)		Toggles between **Search** mode and **Sort** mode.
F7 (Exit)		Leaves the **Inquiry** window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows **Inquiry** window commands and the Window ID. The **Esc** key is available in text mode only. In graphical mode, select **Command Help** from the **Help** menu to view a list of commands available.

Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	**Shift+F3**	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	**Shift+F4**	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Command	Hot Key	Operation
Detail Lookup	**Shift+F5**	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Lot Lookup	**Shift+F6**	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	**Shift+F7**	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	**Shift+F8**	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (**>**) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.

Hot Key	Button	Operation
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

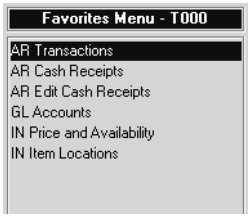
Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.
Insert	Switches insert mode on and off. When the **Insert** flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Hot Key	Description
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).

2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.

2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you enter a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

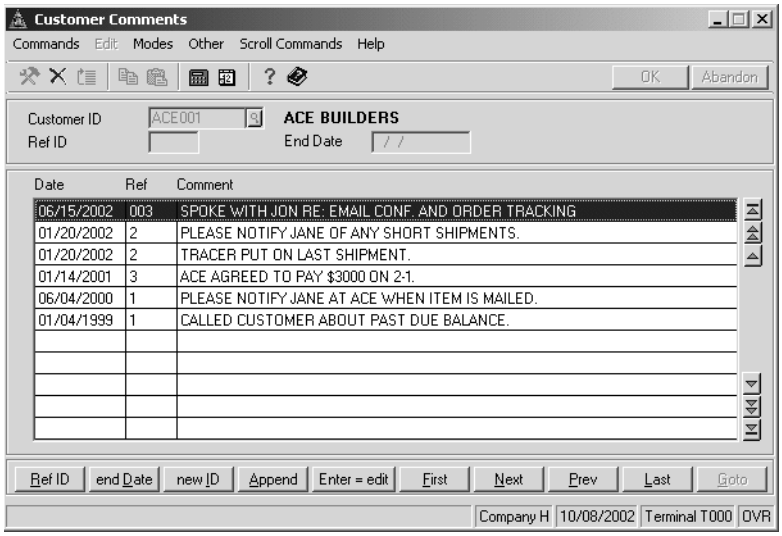
The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.



1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry** (**F2**) command is available.

2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

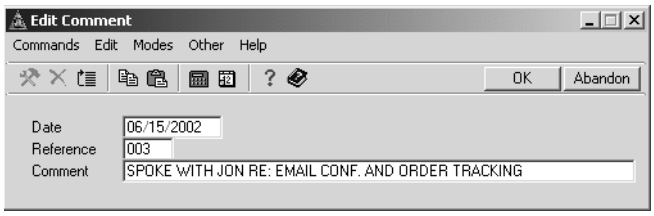
The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **F** to view comments for the first ID on record.
   - Press **N** to view comments for the next ID on record.
   - Press **P** to view or edit comments for the previous ID on record.
   - Press **L** to view or edit comments for the last ID on record.
   - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **History** command.

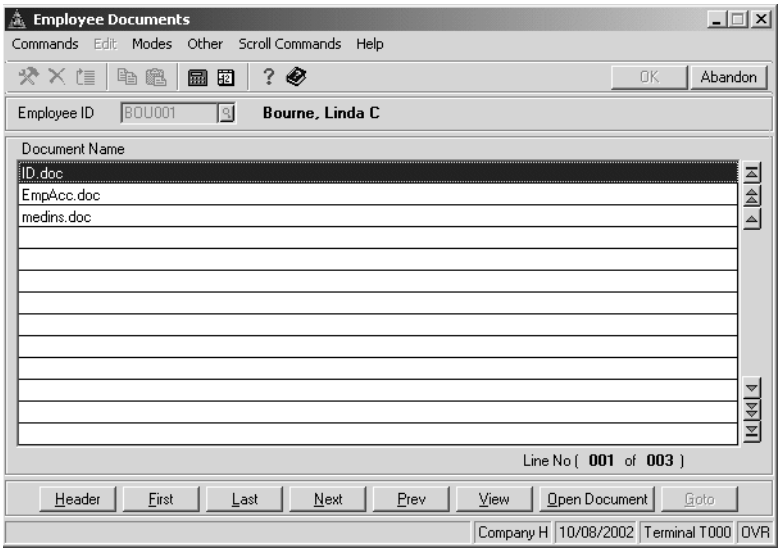
Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.


Employee Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Document Name
ID.doc
EmpAcc.doc
medins.doc
Line No (001 of 003)
Header First Last Next Prev View Open Document Goto
Company H 10/08/2002 Terminal T000 OVR

Enter the ID for which you want to view attached documents. The **Inquiry** (**F2**) command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (****), change them to forward slashes (***/***) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From**-**Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter the range of information in the **From**-**Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

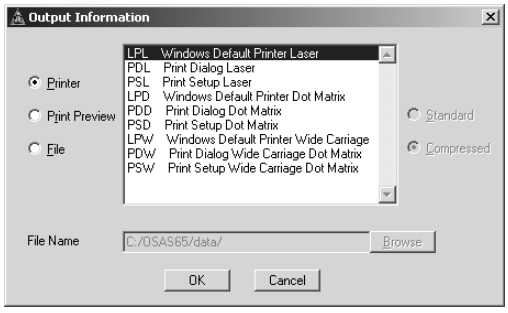
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Output the Report

The type of menus you use controls which options are available to output reports. If you use graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you use text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the following instructions for details.

If you use graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you use text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.

```
Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. If you want to stop printing after it has begun, press **Ctrl+Break**.

6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the filename followed by the **.txt** extension. The filename plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you use text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

E-mail the Report

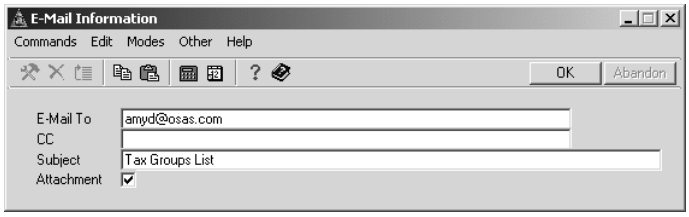
Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.

2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.

4. Enter another address to send the e-mail to as a carbon copy, if necessary.

5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.

6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.

7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion 2

Installation	2-3
Conversion	2-5

Installation

Before You Install Bill of Materials/Kitting

Make sure your system meets these minimum requirements before you install Bill of Materials/Kitting.

The Bill of Materials/Kitting system needs a minimum of 3 megabytes (3 MB) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Bill of Materials/Kitting

Use the **Install Applications** function in Resource Manager (see the *Resource Manager User's Manual*) to install Inventory. Then use the same function to install Bill of Materials/Kitting.

Setting up Bill of Materials/Kitting

Once you have Bill of Materials/Kitting installed on your system, you must prepare your data files for everyday use.

You can prepare files for use with Bill of Materials/Kitting in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see the "Conversion" section later in this chapter.

You must install and set up Inventory before you set up Bill of Materials/Kitting. If you plan to use General Ledger or Sales Order with Bill of Materials/Kitting, you must install and set up those applications before you set up Bill of Materials/Kitting.

Conversion

If you use an earlier version of OSAS Bill of Materials/Kitting, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Bill of Materials/Kitting data files. You can upgrade from version 4.xx, 5.xx, or 6.0x.

Note

You must install the new version of Bank Reconciliation before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

Before you convert an application's files, make note of the version number of the application from which you are converting. The **Data File Conversion** function has no way of determining the information from within the function.

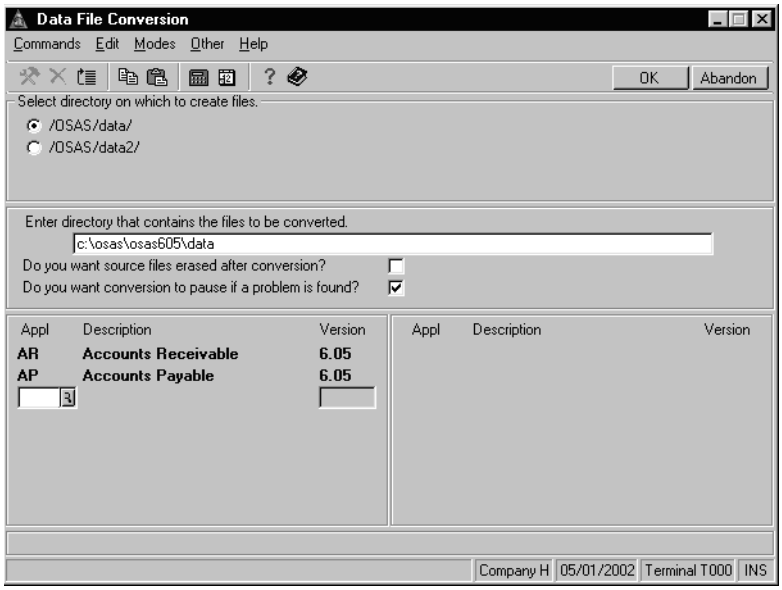
Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Bank Reconciliation, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **BK** in the **Appl** column; Bill of Materials/Kitting appears.

6. Enter your earlier version number of Bill of Materials/Kitting, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

7. If data files already exist for Bill of Materials/Kitting in the intended destination path, the **BK data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Bill of Materials/Kitting files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

    After conversion is finished and the error log is produced, the main menu—with Bill of Materials/Kitting added—appears.

Set Up and Work Flow 3

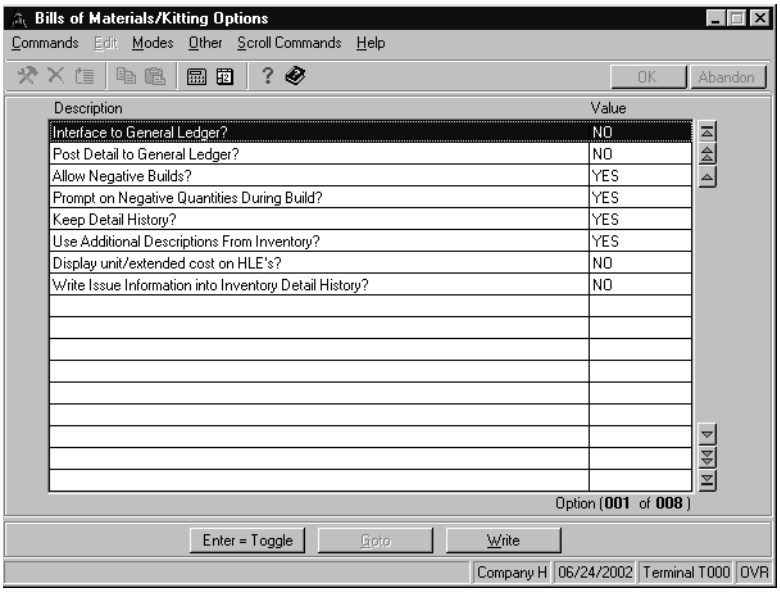
Setting Up Bill of Materials/Kitting 3-3
Work Flow 3-9

Setting Up Bill of Materials/Kitting

Determining Options and Interfaces

Setting up the options and interfaces is a standard part of installation. The selections you make determine the way Bill of Materials/Kitting runs.

To begin setting up each company's options and interfaces, use the Resource Manager **Options and Interfaces** function (see the *Resource Manager User's Manual*). **BK** is the application ID. This screen appears:



Options

Your answers to the following questions determine how the system works and how information flows through it.

1. If Bill of Materials/Kitting interfaces with General Ledger, the **BKJRxxx** (Transaction/Journal) file sends information about an assembly to the **GLJRxxx** (Journal) file when you post.

2. Toggle to **YES** if you want information about each component that makes up the assembly to be posted. Toggle to **NO** if you want information about the assembly to be posted as one unit.

3. If you track the building of an assembly and the quantity of one of the assembly's components falls into the negative range, you have a negative build.

   Toggle to **YES** if you want to allow a negative build or track the assembly of a bill of materials before you get the parts for it; otherwise, toggle to **NO**. You might want to select **YES** if you usually sell items before you build them.

4. Toggle to **YES** if you indicated that you allow negative builds and you want the system to warn you when you try to build an assembly that uses an item with a quantity of zero. Toggle to **NO** if you want the system to proceed tracking such a build without warning you first.

5. Toggle to **YES** if you want to keep history about each item in each kit; otherwise, toggle to **NO**. You must select **YES** if you want the Detail History Report in Sales Order to take kits into account.

6. Toggle to **YES** if the items involved with the assemblies and kits carry additional descriptions and you want to use them in Bill of Materials/Kitting; otherwise, toggle to **NO**. If the items involved with the assemblies and kits do not carry additional descriptions from Inventory, your entry does not have an effect.

7. Toggle to **YES** if you want to display unit and extended costs on the build screens. Toggle to **NO** if you want to exclude the cost information from the screens during builds and inquiries.

8. Toggle to **YES** if you want detailed information about component movement written to the Inventory Transaction History file, or to **NO** if you do not want to save this information.

Interfaces

Bill of Materials/Kitting can be directly interfaced only with General Ledger. However, it gets most of its information from Inventory, which can be interfaced with several other applications. See the *Inventory User's Manual* and other user's manuals for information about other interfaces that could have an indirect effect on Bill of Materials/Kitting.

Bill of Materials/Kitting version 6.1 does not work with any version of Inventory, Accounts Receivable, or Sales Order lower than 6.10. Bill of Materials/Kitting performs a specific operation: it tracks the building of a bill of materials. This operation involves the creation of a retail item from other inventory items (and needs the Inventory application).

Assemblies involve only Bill of Materials/Kitting and Inventory. You can sell an assembly through Accounts Receivable or Sales Order, but its constituent parts are not directly taken into account at the point of sale.

Building and selling kits involves grouping and selling items as a single item that can be sold only through Sales Order. If Sales Order is not interfaced with Bill of Materials/Kitting but Inventory is, you can take advantage only of the functions that pertain to assemblies; you can still build assemblies, but you cannot sell them as kits.

If you sell a kit through Sales Order, the constituent parts of the kit are automatically taken into account. If Sales Order interfaces with Bill of Materials/Kitting and General Ledger, kit information is sent to the **GLJRxxx** file when you post.

If Bill of Materials/Kitting interfaces with General Ledger, information about builds is sent to the **GLJRxxx** file through the **BKJRxxx** (Transaction/Journal) file. If Bill of Materials/Kitting does not interface with General Ledger, no information is sent to the **GLJRxxx** file when you post.

Preparing Your Data

Follow these steps to prepare your data:

1. Organize your lists of components that constitute a kit or a bill of materials and the quantities for each. (Components, kits, and assemblies must be set up in Inventory first because Inventory must recognize each item.)

2. Prepare the information specified in Chapter 2 in the *Inventory User's Manual*.

3. Build tables (see page 6-23).

4. Define bills of materials (see page 6-9).

5. Define kits (see page 6-3).

6. Set up access codes.

You should establish valid kits and bills of materials immediately after you install Bill of Materials/Kitting.

Tables

Before you begin to define bills of materials and kits, you must set up the system tables.

- The Terminology (**TRMBK**) table holds labels of the user-defined fields used in the **Kits** and **Bill of Materials** functions.

- The General Ledger (**BKGLxxx**) table assigns the general ledger accounts you specify to the amounts entered for the three user-defined fields.

Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager **Access Codes** function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

After you set up your access codes, print a list of them and store it in a safe place.

Creating a Backup Schedule

Back up your Bill of Materials/Kitting data files whenever they change and before you run these functions:

- Build Assembly
- Components
- Multilevel Cost Rollup
- Purge Bill of Materials History
- Post Transactions
- Undo Build

Back up your programs once a month as insurance against media damage or deterioration.

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Work Flow

Your work flow is divided into daily and periodic tasks. After the kits and bills of materials are established, you can use the File Maintenance functions to update information about kits or assemblies, substitute components among several kits and assemblies, and remove unnecessary data from history.

Daily Tasks

You can use the functions on the **Daily Work** menu only if you have established bills of materials.

Adding Kits

To add a kit, you must use an ID of an existing inventory item that has been marked as a kit in Inventory, provided that it is not already a bill of materials. The reason is that when you sell the kit, Sales Order gets kit information from Inventory files. Sales Order cannot recognize it except as an inventory item.

The best way to add a kit is to use the **Items** function in Inventory. When you use the **Items** function, you know that the inventory item has been established to be used as a kit. Sales Order recognizes the inventory item, and you can change an established kit in the **Kits** function.

Deleting Kits

To delete a kit from the **BKMHxxx** (Master Header) and **BKMDxxx** (Master Detail) files, use the **Delete** (**F3**) command in the **Kits** function. You cannot undo this action.

Adding Assemblies

To add an assembly, you must use an ID of an existing inventory item, provided that it is not already an assembly or a kit. The reason is that when you sell the assembly, Accounts Receivable and Sales Order get assembly information from the Inventory system. Accounts Receivable and Sales Order cannot recognize it except as an inventory item.

The best way to add an assembly is to use the **Items** function in Inventory. When you use the **Items** function, you know that the inventory item has been established to be used as an assembly. Accounts Receivable and Sales Order recognize the inventory item, and you can change an established assembly in the **Bill of Materials** function.

Deleting Assemblies

To delete an assembly, use the **Delete** (**F3**) command in the **Bill of Materials** function. The assembly record is deleted from the **BKMHxxx** and **BKMDxxx** files, but an assembly of which the deleted assembly was a part is not deleted. For example, if assembly 100 is part of assembly 450 and you delete assembly 100, the record for assembly 100 is gone; the record for assembly 450 and the components that make it up are still intact.

Whether you keep the deleted subassembly as part of the definition of assemblies is up to you. When a component is marked as a subassembly, the component is considered as another assembly. When a component is marked as an item, it is considered only as an inventory item. When you use the **Delete** (**F3**) command, the system checks for other occurrences of the assembly's use as a subassembly (Sub).

If the subassembly is not part of another assembly's definition, the subassembly's record is deleted and the task is complete. If the subassembly is part of another assembly's definition, a prompt appears:

Change Sub *ID* to Item Everywhere?

To change the definition of all the other assemblies that use the ID from a subassembly (assembly) to an item (nonassembly from the Inventory file), select **Yes** (or enter **Y** in text mode). To leave the other assemblies' definitions alone, select **No** (or enter **N** in text mode).

Note

If you elected not to change other assemblies and you try to build an assembly that involves a deleted subassembly, you are not allowed to build the deleted subassembly.

Monthly Tasks

At the end of every month, complete the daily work and print the period-to-date reports.

Periodic Tasks

Periodic tasks comprise tracking the occurrences of building assemblies and posting transactions.

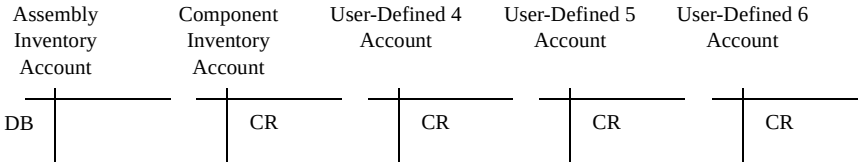
Produce the reports on the **Reports** menu periodically as a backup before you purge information and as a safeguard against circumstances that might harm your data.

Posting Transactions

If Bill of Materials/Kitting interfaces with General Ledger, entries and transactions associated with a general ledger account are transferred from the **BKJRxxx** (Transaction/Journal) file to the **GLJRxxx** (Journal) file for accurate tracking of the individual inventory general ledger accounts and the user-defined accounts in the **BKJRxxx** file.

Each component's inventory account is credited for the cost amount and each user-defined account. The assembly's inventory account is debited for the sum of the components' costs and the user-defined amounts.

If detail is to be posted, information about each component in the **BKJRxxx** file is sent to the **GLJRxxx** file. If only summary information is to be posted, information in the **BKJRxxx** file is accumulated for each general ledger account and the sum total is transferred to the **GLJRxxx** file.



If General Ledger does not interface, no information is sent to the **GLJRxxx** file, but the posting log is still produced to show what would have been posted.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Bill of Materials/Kitting system. You cannot post if someone else is using the Bill of Materials/Kitting files.
- Print the Build Assembly Journal.
- Back up all the data files.

Daily Work 4

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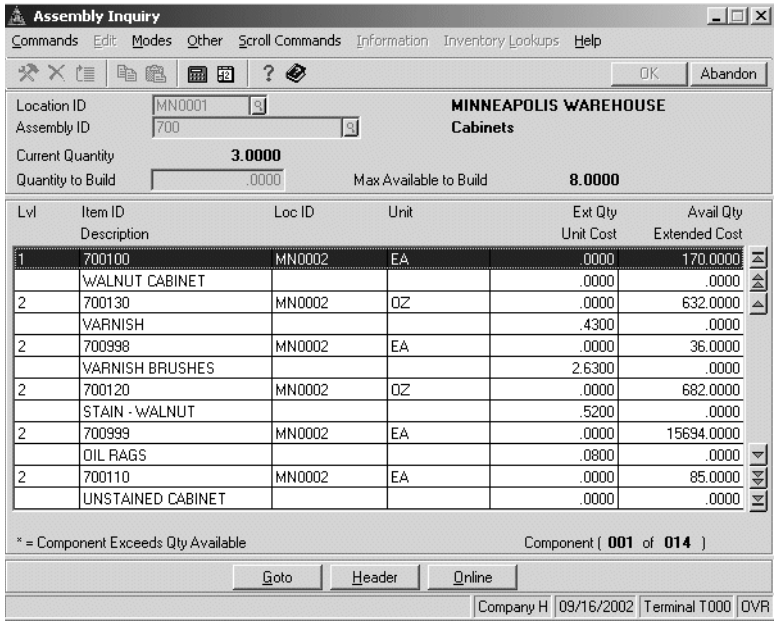
Introduction

This chapter explains the features and uses of the screens and processes in the Bill of Materials/Kitting application.

Assembly Inquiry

Use the **Assembly Inquiry** function on the **Daily Work** menu to inquire about assemblies that your business produces.

Select **Assembly Inquiry** from the **Daily Work** menu. The Assembly Inquiry screen appears.


Assembly Inquiry
Commands Edit Modes Other Scroll Commands Information Inventory Lookups Help
OK Abandon
Location ID MN0001
MINNEAPOLIS WAREHOUSE
Assembly ID 700
Cabinets
Current Quantity 3.0000
Quantity to Build .0000
Max Available to Build 8.0000
Lvl Item ID Description Loc ID Unit Ext Qty Unit Cost Avail Qty Extended Cost
1 700100 WALNUT CABINET MN0002 EA .0000 .0000 170.0000 .0000
2 700130 VARNISH MN0002 OZ .0000 .4300 632.0000 .0000
2 700998 VARNISH BRUSHES MN0002 EA .0000 2.6300 36.0000 .0000
2 700120 STAIN - WALNUT MN0002 OZ .0000 .5200 682.0000 .0000
2 700999 OIL RAGS MN0002 EA .0000 .0800 15694.0000 .0000
2 700110 UNSTAINED CABINET MN0002 EA .0000 .0000 85.0000 .0000
* = Component Exceeds Qty Available
Component (001 of 014)
Goto Header Online
Company H 09/16/2002 Terminal T000 OVR

Inquiry

1. Enter the location ID for the assembly you want to view.

Inquiry

2. Enter the ID of the assembly you want to view.

3. The **Do you want to calculate the maximum available?** prompt appears when you enter the assembly ID. If you want to calculate the available number of assemblies that you can build with the available components in the specified locations, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

   The available quantity of the assembly appears.

4. Enter the number of assemblies you want to build. The following information appears:

   - The maximum available quantity to build
   - The level of the component or material
   - The component or item ID

     An asterisk (*****) before an item ID indicates that the quantity of the component in inventory is below the quantity needed to build the assembly.

   - The location ID
   - The units by which the quantities are measured
   - The quantities required to build the requested amounts
   - The quantities available in inventory appear. This number is based on the specified components in the **Bill of Materials** function.

5. Select a command button.

   - Press **G** and then enter the line number to go to a particular line item. (This command appears only if there is more than one screen of line items.)
   - Press **H** to edit the fields in the header.

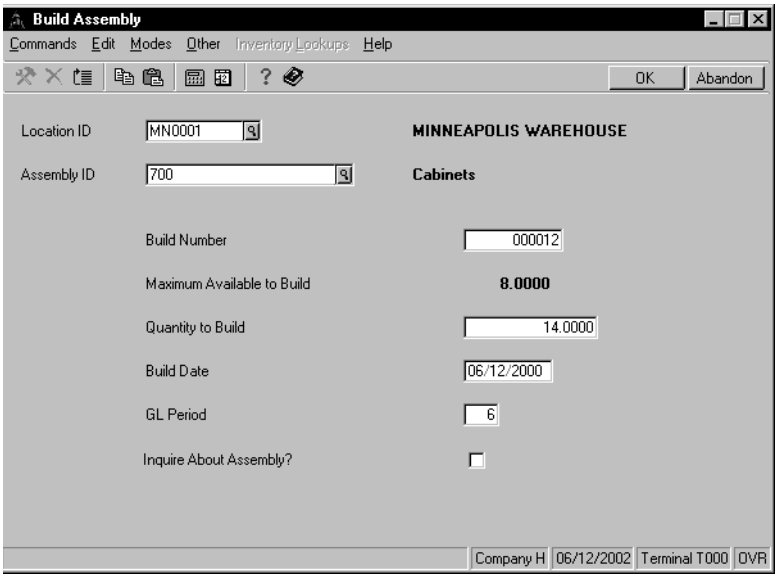
- Press **O** to send the information to an output device. Then select the output device to print the breakdown of necessary components.

6. Use the **Exit** (**F7**) command to exit to the **Daily Work** menu.

Build Assembly

Use the **Build Assembly** function on the **Daily Work** menu to track the assembly of one bill of materials or many of the same assembly. You can also build an established serialized or non serialized assembly.

Select **Build Assembly** from the **Daily Work** menu. The Build Assembly screen appears.



Inquiry

1. Enter the ID of the location that will hold the assembly you want to build.

Inquiry

2. Enter the ID of the assembly you want to build.

3. The **Do you want to calculate the maximum available?** prompt appears when you enter the assembly ID. If you want the system to calculate the maximum number of assemblies you can build from inventory, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

4. Enter or change the build number.

5. The maximum number of assemblies that you can build with the available components in the specified locations appears.

6. Enter the number of assemblies you want to build.

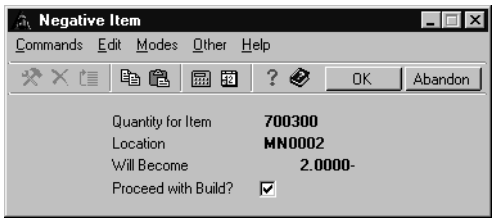
7. Enter or change the date for the assemblies to be recorded as built.

8. Enter or change the general ledger period for the date of the build.

9. If you want to view the Assembly Inquiry screen, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

10. To save your work and proceed to the New/Existing Lot/Serial Number Entry screen if you are working with lotted or serialized items, use the **Proceed** (**OK**) command. If you entered more assemblies to build than the maximum available to build, the Negative Item screen appears.

Negative Item



Use this dialog box to instruct the system to track a build that makes the involved item quantity a negative number.

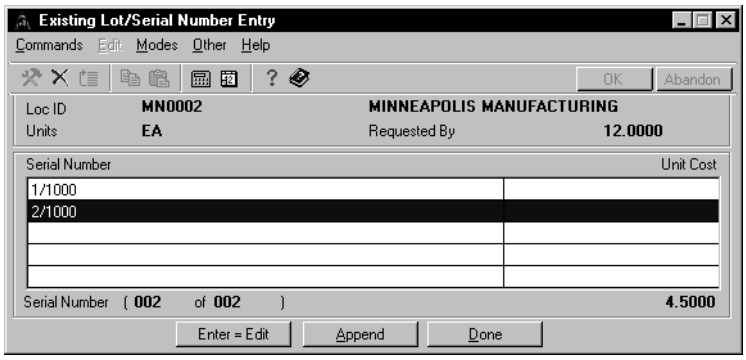
1. The item ID and the location for the item appears.

2. The negative quantity created when you entered the quantity to build is displayed. You cannot include serialized items in negative builds. You must have enough serialized items on hand in order to build an assembly. If not enough serialized items are on hand, the system will not continue with the build.

3. To continue building the specified number of assemblies, select the check box (or enter **Y** in text mode). To discontinue the build, clear the box (or enter **N** in text mode).

4. Use the **Proceed** (**OK**) command to continue with the build. When the build is complete, enter another assembly ID to build or use the **Exit** (**F7**) command to return to the **Daily Work** menu.

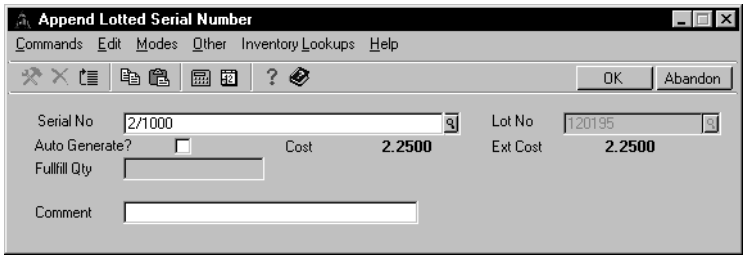
New/Existing Lot/Serial Number Entry


Existing Lot/Serial Number Entry
Commands Edit Modes Other Help
OK Abandon
Loc ID MN0002 MINNEAPOLIS MANUFACTURING
Units EA Requested By 12.0000
Serial Number Unit Cost
1/1000
2/1000
Serial Number (002 of 002) 4.5000
Enter = Edit Append Done

The Item ID, Loc ID, Units, Requested Quantity, Serial Number, Unit Cost and Price for the item appear. Use this dialog box to track the lot and serial number of each serialized item.

- Press **Enter** to edit a serial number.
- Press **A** to append a serial number.
- Press **D** to exit to the Build Assembly screen.
- To save your entries and continue building the assembly, use the **Proceed** (**OK**) command.

Append Lotted Serial Number



Use this dialog box to add information about lotted serialized items to the assembly.

Inquiry

1. Enter the serial number for the item.

Inquiry

2. Enter or change the lot number for the item. The cost of the item and the extended cost of the item appear.

3. Enter or change the quantity that is removed from inventory. You can access this field only if you are working with a lotted non serialized item.

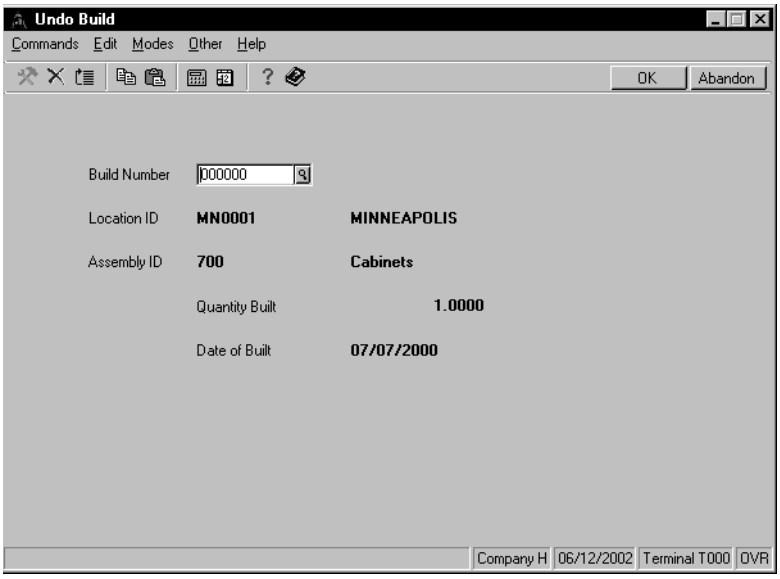
4. Enter the additional information about the item.

5. To save your entries and continue building the assembly, use the **Proceed** (**OK**) command.

Undo Build

Use the **Undo Build** function on the **Daily Work** menu to back out unposted bills of materials and return component parts to inventory.

Select **Undo Build** from the **Daily Work** menu. The Undo Build screen appears.



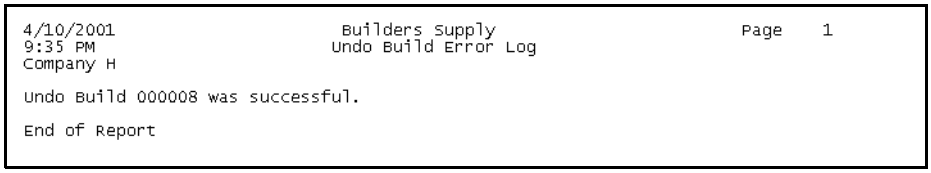
Inquiry

1. Enter the number of the build you want to undo. The location ID and description, and the assembly ID and description appear. The quantity built and the date of the build appear.

2. Select the output device to print the Undo Build Error Log. See “Output the Report” on page 1-60 for more information. After the list is produced, the **Daily Work** menu appears.

3. To undo the build and return to the **Daily Work** menu, use the **Proceed** (**OK**) command.

Undo Build Error Log

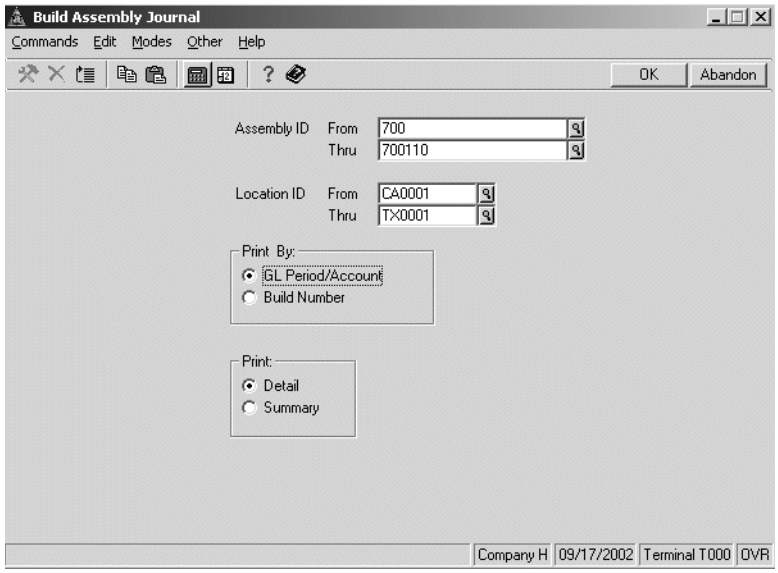


```
4/10/2001                    Builders Supply                    Page    1
9:35 PM                    Undo Build Error Log
Company H

Undo Build 000008 was successful.

End of Report
```

Build Assembly Journal

Use the **Build Assembly Journal** function on the **Daily Work** menu to produce a summary of the assemblies you have instructed Bill of Materials/Kitting to track. This function is useful if you want to see a list, before you post, of the assemblies that are to be built or that have been built. After you post to General Ledger, you can compare the Build Assembly Journal with the Audit Log.

Select **Build Assembly Journal** from the **Daily Work** menu. The Build Assembly Journal screen appears.



Inquiry

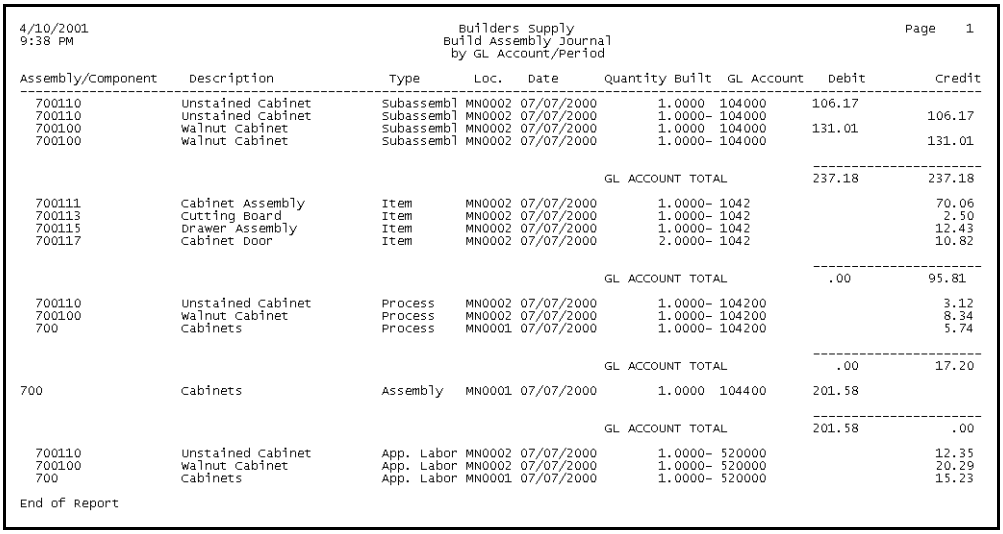
1. Enter the range of assembly IDs and location IDs you want to include in the journal, or leave the fields blank to include all.

2. Select the order in which you want to organize the report.

3. Select whether you want to include detail information in the report.

4. Select the output device to begin printing the journal. See “Output the Report” on page 1-60 for more information. After the list is produced, the **Daily Work** menu appears.

Build Assembly Journal



4/10/2001 9:38 PM — Builders Supply — Build Assembly Journal by GL Account/Period — Page 1

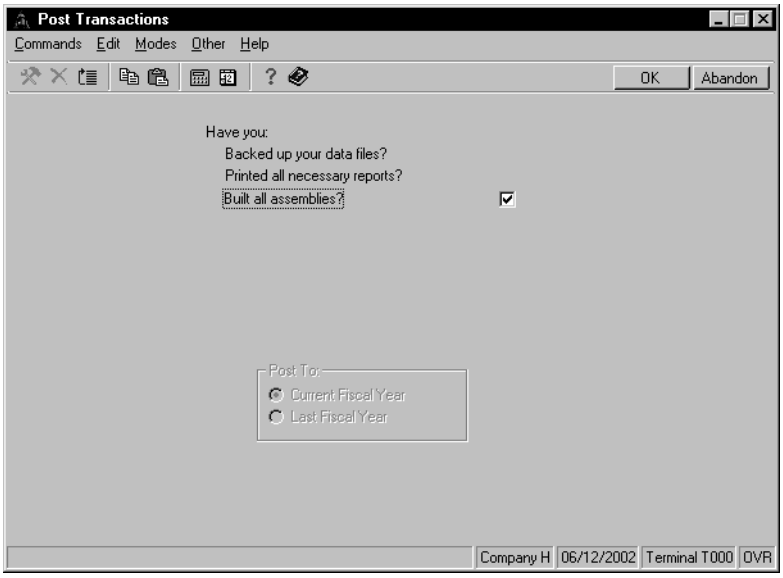
Assembly/Component	Description	Type	Loc.	Date	Quantity Built	GL Account	Debit	Credit
700110	Unstained Cabinet	Subassembl	MN0002	07/07/2000	1.0000	104000	106.17	
700110	Unstained Cabinet	Subassembl	MN0002	07/07/2000	1.0000-	104000		106.17
700100	Walnut Cabinet	Subassembl	MN0002	07/07/2000	1.0000	104000	131.01	
700100	Walnut Cabinet	Subassembl	MN0002	07/07/2000	1.0000-	104000		131.01
					GL ACCOUNT TOTAL		237.18	237.18
700111	Cabinet Assembly	Item	MN0002	07/07/2000	1.0000-	1042		70.06
700113	Cutting Board	Item	MN0002	07/07/2000	1.0000-	1042		2.50
700115	Drawer Assembly	Item	MN0002	07/07/2000	1.0000-	1042		12.43
700117	Cabinet Door	Item	MN0002	07/07/2000	2.0000-	1042		10.82
					GL ACCOUNT TOTAL		.00	95.81
700110	Unstained Cabinet	Process	MN0002	07/07/2000	1.0000-	104200		3.12
700100	Walnut Cabinet	Process	MN0002	07/07/2000	1.0000-	104200		8.34
700	Cabinets	Process	MN0001	07/07/2000	1.0000-	104200		5.74
					GL ACCOUNT TOTAL		.00	17.20
700	Cabinets	Assembly	MN0001	07/07/2000	1.0000	104400	201.58	
					GL ACCOUNT TOTAL		201.58	.00
700110	Unstained Cabinet	App. Labor	MN0002	07/07/2000	1.0000-	520000		12.35
700100	Walnut Cabinet	App. Labor	MN0002	07/07/2000	1.0000-	520000		20.29
700	Cabinets	App. Labor	MN0001	07/07/2000	1.0000-	520000		15.23

End of Report

Post Transactions

Use the **Post Transactions** function on the **Daily Work** menu to post the transactions related to building the assemblies to General Ledger.

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.

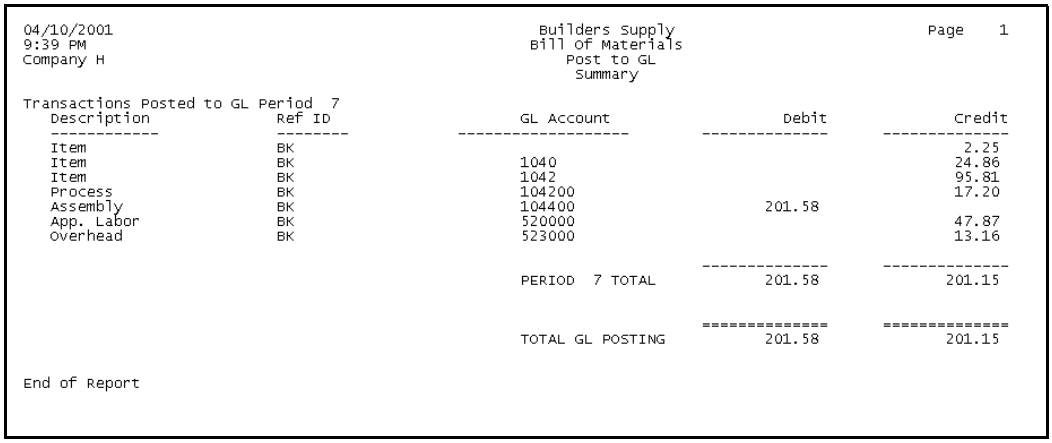


1. If you have backed up your data files, printed all the necessary reports, and built all assemblies, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), exit to the **Daily Work** menu, and do so before posting.

2. Select the year to which you want to post entries. You can post to the current fiscal year or to the last fiscal year.

3. Select the output device for the post log to begin the posting process. See “Output the Report” on page 1-60 for more information. After posting is complete and the log is produced, the **Daily Work** menu appears.

Posting Log



04/10/2001 Builders Supply Page 1
9:39 PM Bill of Materials
Company H Post to GL
Summary

Transactions Posted to GL Period 7

Description	Ref ID	GL Account	Debit	Credit
Item	BK			2.25
Item	BK	1040		24.86
Item	BK	1042		95.81
Process	BK	104200		17.20
Assembly	BK	104400	201.58	
App. Labor	BK	520000		47.87
Overhead	BK	523000		13.16
		PERIOD 7 TOTAL	201.58	201.15
		TOTAL GL POSTING	201.58	201.15

End of Report

Reports 5

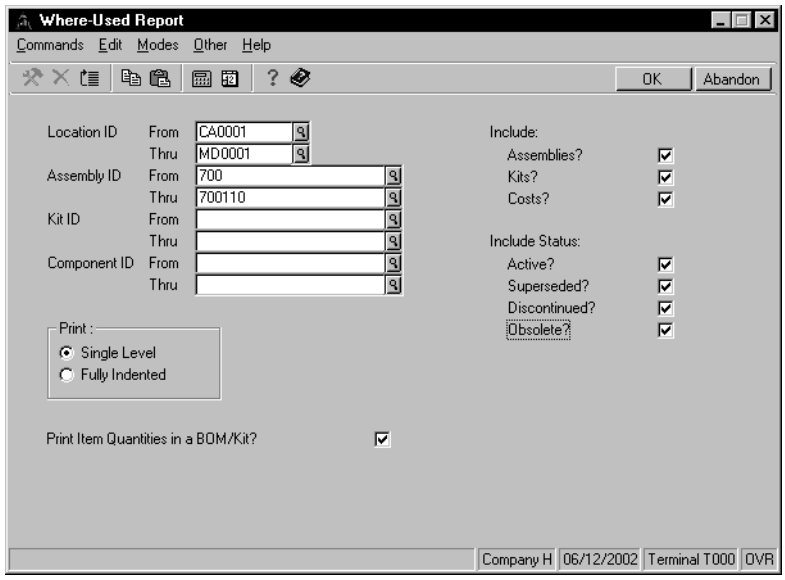
Print a Report	5-3
Where-Used Report	5-5
Available Components Report	5-7
Component Cost Report	5-9
Bill of Materials History Report	5-11

Print a Report

All reports are produced in the same way. Use the instructions below to print a report, modifying the procedure as necessary for the report you want to print. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a report:

1. Select the report you want to print from the **Reports** menu. The selection screen for that list appears. The Where Used Report screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes.

Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. If the screen contains selection options such as print **Single Level** or **Fully Indented**, select **Single Level** to print top level assemblies and one level of detail. Select **Fully Indented** to print assemblies and all components including subassemblies.

4. If the screen contains selection options for sorting and printing the report (such as **Sort By** or **Print By**), select the option to use when printing the list. You can select only one option.

5. If the screen contains check boxes, select the check box (or press **Y** in text mode) to include that type of information in the report. Clear the check box (or press **N** in text mode) if you do not want to include that type of information in the list.

6. Select the output device to begin printing the report. See “Output the Report” on page 1-60 for more information. After the report is produced, the **Reports** menu appears.

Where-Used Report

Use the **Where-Used Report** to review assemblies that contain components you specify. This report is useful if you want to know which components are used where and how important each one is so that you can easily make substitutions.

Report Example

11/07/2002 OSAS v6.5 Page 1
12:22 PM Where-Used Report
Company H Single Level/Costed

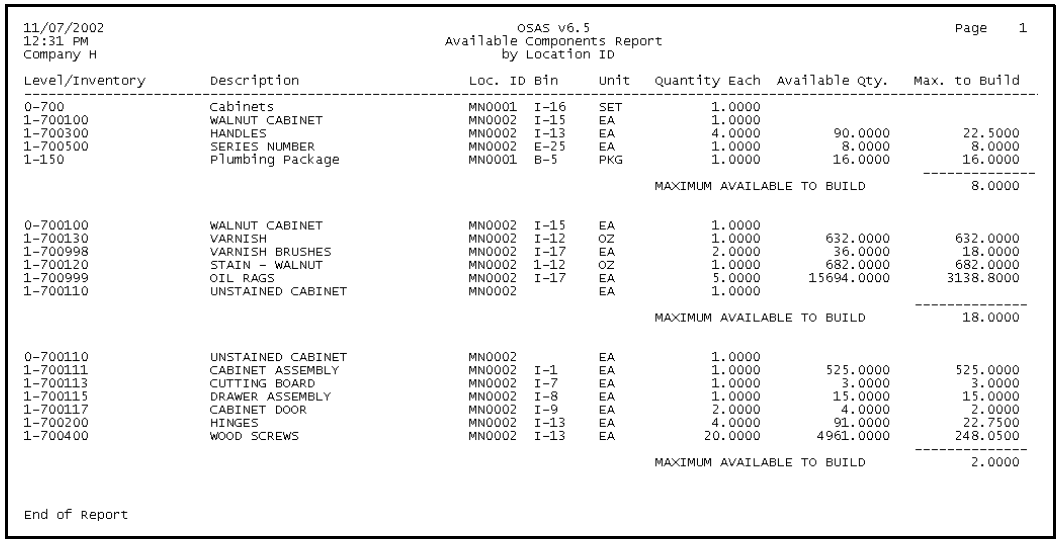
Level/Inventory ID	Description	Status	Type	Loc. ID	Unit	Quantity	Unit Cost	Ext Cost
1-200100	Furnace	A	Item	CA0001	EA	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	379.4400	379.4400
1-200100	Furnace	A	Item	MD0001	EA	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	379.4400	379.4400
1-200200	Water Heater	A	Item	CA0001	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	227.5300	227.5300
1-200200	Water Heater	A	Item	MD0001	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	227.5300	227.5300
1-200300	Air Conditioner	A	Item	CA0001	EA	1.0000	429.9500	429.9500
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	429.9500	429.9500
1-200300	Air Conditioner	A	Item	MD0001	EA	1.0000	429.9500	429.9500
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	429.9500	429.9500
1-200400	Water Softener	A	Item	CA0001	EA	1.0000	127.4000	127.4000
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	127.4000	127.4000
1-200400	Water Softener	A	Item	MD0001	EA	1.0000	127.4000	127.4000
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	127.4000	127.4000
1-200500	Sump Pump	A	Item	CA0001	EA	1.0000	47.5000	47.5000
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	47.5000	47.5000
1-200500	Sump Pump	A	Item	MD0001	EA	1.0000	47.5000	47.5000
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	47.5000	47.5000
1-200600	Humidifier	A	Item	CA0001	EA	1.0000	75.1500	75.1500
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	75.1500	75.1500
1-200600	Humidifier	A	Item	MD0001	EA	1.0000	75.1500	75.1500
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	75.1500	75.1500

End of Report

Available Components Report

Use the **Available Components Report** to determine the maximum quantity of an assembly that you can build with the inventory on hand. You can also check the available quantity of each assembly and each component.

Report Example



11/07/2002 OSAS v6.5 Page 1
12:31 PM Available Components Report
Company H by Location ID

Level/Inventory	Description	Loc. ID	Bin	Unit	Quantity Each	Available Qty.	Max. to Build
0-700	Cabinets	MN0001	I-16	SET	1.0000		
1-700100	WALNUT CABINET	MN0002	I-15	EA	1.0000		
1-700300	HANDLES	MN0002	I-13	EA	4.0000	90.0000	22.5000
1-700500	SERIES NUMBER	MN0002	E-25	EA	1.0000	8.0000	8.0000
1-150	Plumbing Package	MN0001	B-5	PKG	1.0000	16.0000	16.0000
					MAXIMUM AVAILABLE TO BUILD		8.0000
0-700100	WALNUT CABINET	MN0002	I-15	EA	1.0000		
1-700130	VARNISH	MN0002	I-12	OZ	1.0000	632.0000	632.0000
1-700998	VARNISH BRUSHES	MN0002	I-17	EA	2.0000	36.0000	18.0000
1-700120	STAIN - WALNUT	MN0002	I-12	OZ	1.0000	682.0000	682.0000
1-700999	OIL RAGS	MN0002	I-17	EA	5.0000	15694.0000	3138.8000
1-700110	UNSTAINED CABINET	MN0002		EA	1.0000		
					MAXIMUM AVAILABLE TO BUILD		18.0000
0-700110	UNSTAINED CABINET	MN0002		EA	1.0000		
1-700111	CABINET ASSEMBLY	MN0002	I-1	EA	1.0000	525.0000	525.0000
1-700113	CUTTING BOARD	MN0002	I-7	EA	1.0000	3.0000	3.0000
1-700115	DRAWER ASSEMBLY	MN0002	I-8	EA	1.0000	15.0000	15.0000
1-700117	CABINET DOOR	MN0002	I-9	EA	2.0000	4.0000	2.0000
1-700200	HINGES	MN0002	I-13	EA	4.0000	91.0000	22.7500
1-700400	WOOD SCREWS	MN0002	I-13	EA	20.0000	4961.0000	248.0500
					MAXIMUM AVAILABLE TO BUILD		2.0000

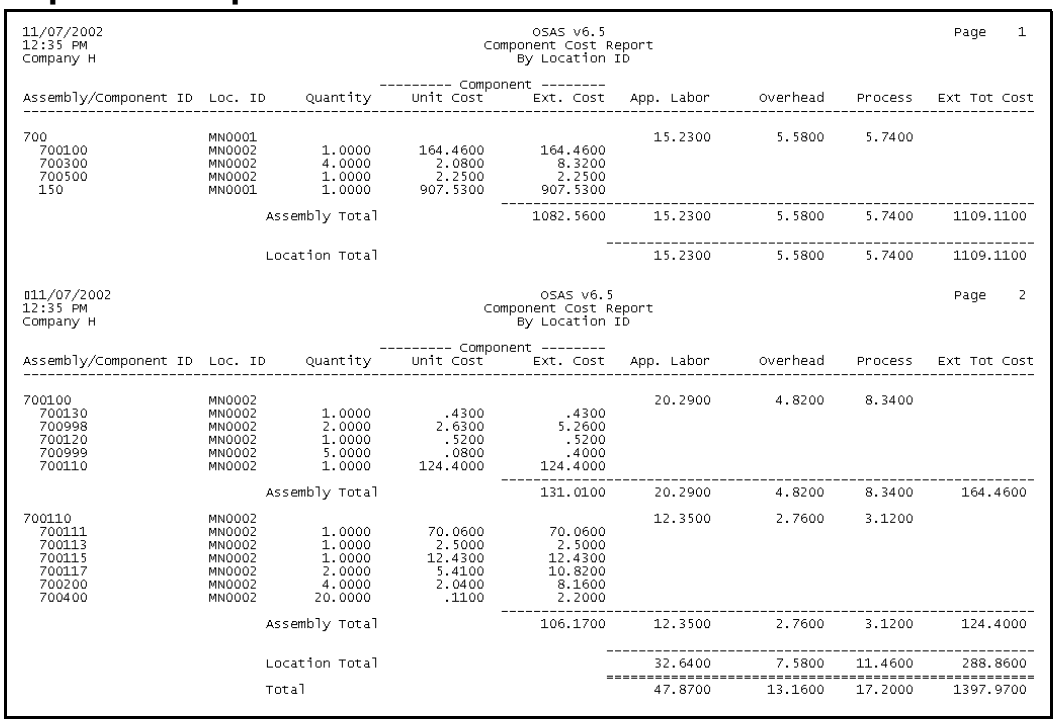
End of Report

Component Cost Report

The **Component Cost Report** is a list of assemblies in particular locations. It shows the level-1 components of those assemblies and every cost (including the user-defined costs) associated with each component and assembly.

This report is helpful when you plan a budget and want to see how to allocate components most effectively.

Report Example



11/07/2002 OSAS v6.5 Page 1
12:35 PM Component Cost Report
Company H By Location ID

Assembly/Component ID	Loc. ID	Quantity	Component Unit Cost	Component Ext. Cost	App. Labor	Overhead	Process	Ext Tot Cost
700	MN0001				15.2300	5.5800	5.7400	
700100	MN0002	1.0000	164.4600	164.4600				
700300	MN0002	4.0000	2.0800	8.3200				
700500	MN0002	1.0000	2.2500	2.2500				
150	MN0001	1.0000	907.5300	907.5300				
	Assembly Total			1082.5600	15.2300	5.5800	5.7400	1109.1100
	Location Total				15.2300	5.5800	5.7400	1109.1100

011/07/2002 OSAS v6.5 Page 2
12:35 PM Component Cost Report
Company H By Location ID

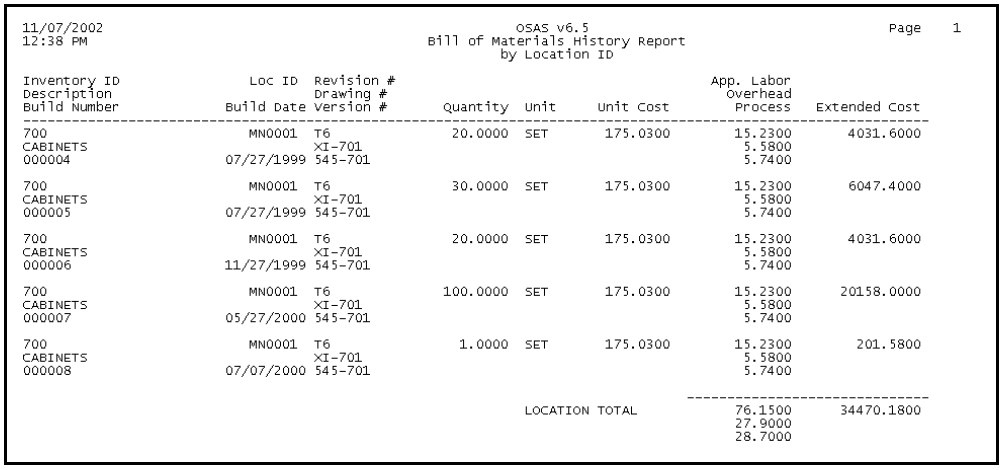
Assembly/Component ID	Loc. ID	Quantity	Component Unit Cost	Component Ext. Cost	App. Labor	Overhead	Process	Ext Tot Cost
700100	MN0002				20.2900	4.8200	8.3400	
700130	MN0002	1.0000	.4300	.4300				
700998	MN0002	2.0000	2.6300	5.2600				
700120	MN0002	1.0000	.5200	.5200				
700999	MN0002	5.0000	.0800	.4000				
700110	MN0002	1.0000	124.4000	124.4000				
	Assembly Total			131.0100	20.2900	4.8200	8.3400	164.4600
700110	MN0002				12.3500	2.7600	3.1200	
700111	MN0002	1.0000	70.0600	70.0600				
700113	MN0002	1.0000	2.5000	2.5000				
700115	MN0002	1.0000	12.4300	12.4300				
700117	MN0002	2.0000	5.4100	10.8200				
700200	MN0002	4.0000	2.0400	8.1600				
700400	MN0002	20.0000	.1100	2.2000				
	Assembly Total			106.1700	12.3500	2.7600	3.1200	124.4000
	Location Total				32.6400	7.5800	11.4600	288.8600
	Total				47.8700	13.1600	17.2000	1397.9700

Bill of Materials History Report

The **Bill of Materials History Report** shows the date assemblies were built, how many were built, the unit cost of each, and the user-defined cost of each on that date.

This report is helpful when you plan a marketing strategy and want to see when assemblies are in peak demand.

Report Example



11/07/2002 OSAS v6.5 Page 1
12:38 PM Bill of Materials History Report
by Location ID

Inventory ID / Description / Build Number	Loc ID	Build Date	Revision # / Drawing # / Version #	Quantity	Unit	Unit Cost	App. Labor / Overhead / Process	Extended Cost
700	MN0001		T6	20.0000	SET	175.0300	15.2300	4031.6000
CABINETS			XI-701				5.5800	
000004		07/27/1999	545-701				5.7400	
700	MN0001		T6	30.0000	SET	175.0300	15.2300	6047.4000
CABINETS			XI-701				5.5800	
000005		07/27/1999	545-701				5.7400	
700	MN0001		T6	20.0000	SET	175.0300	15.2300	4031.6000
CABINETS			XI-701				5.5800	
000006		11/27/1999	545-701				5.7400	
700	MN0001		T6	100.0000	SET	175.0300	15.2300	20158.0000
CABINETS			XI-701				5.5800	
000007		05/27/2000	545-701				5.7400	
700	MN0001		T6	1.0000	SET	175.0300	15.2300	201.5800
CABINETS			XI-701				5.5800	
000008		07/07/2000	545-701				5.7400	
					LOCATION TOTAL		76.1500	34470.1800
							27.9000	
							28.7000	

File Maintenance 6

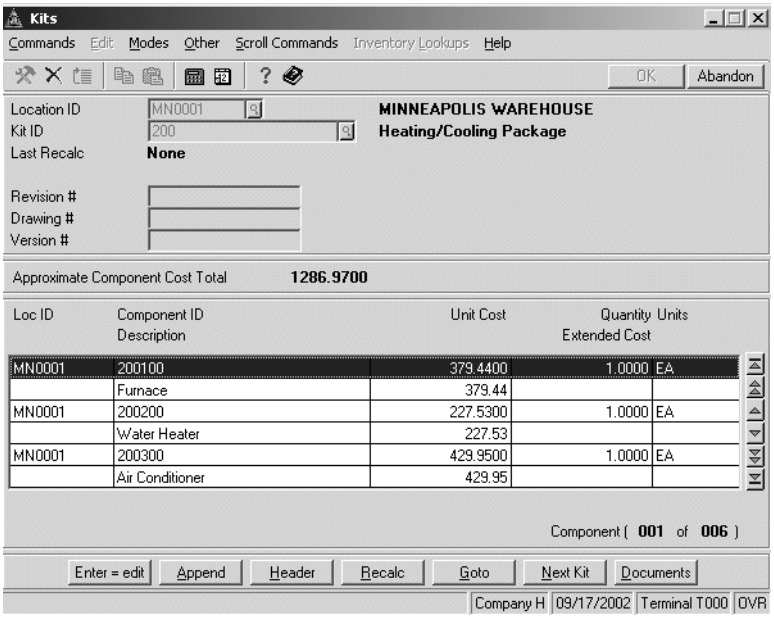
Kits	6-3
Bill of Materials	6-9
Components	6-17
Multilevel Cost Rollup	6-21
Tables	6-23
Purge Bill of Materials History	6-27

Kits

Use the **Kits** function on the **File Maintenance** menu to establish and update information about kits. This function is useful if you sell many items at once and want to group them as one item. Kits can be sold only through Sales Order.

To produce a list of the information entered in this function, use the **Kits List** function on the **Master File Lists** menu.

Select **Kits** from the **File Maintenance** menu. The Kits screen appears.


Kits
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Location ID MN0001
MINNEAPOLIS WAREHOUSE
Kit ID 200
Heating/Cooling Package
Last Recalc None
Revision #
Drawing #
Version #
Approximate Component Cost Total 1286.9700
Loc ID Component ID Description Unit Cost Quantity Units Extended Cost
MN0001 200100 379.4400 1.0000 EA
Furnace 379.44
MN0001 200200 227.5300 1.0000 EA
Water Heater 227.53
MN0001 200300 429.9500 1.0000 EA
Air Conditioner 429.95
Component (001 of 006)
Enter = edit Append Header Recalc Goto Next Kit Documents
Company H 09/17/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the location that stores the kit.

Inquiry
Maint

2. Enter the ID of the kit you want to add or change. The date of the last recalculation appears.

3. Enter or change the information in your user-defined fields, or blank out the boxes. The approximate component, assembly totals, and the location ID for the components that make up the kit appear.

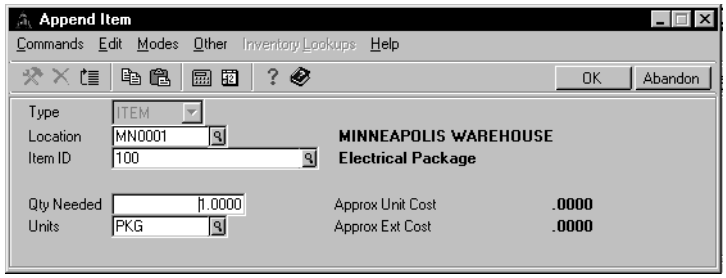
   The ID for each component in the kit, the description for the component, the quantity of each component needed for the kit, and the unit of measure for the component appear.

4. Select a command.

   - Press **Enter** to edit a line item.
   - Press **A** to append a line item.
   - Press **H** to move the cursor to the header region.
   - Press **R** to recalculate the approximate cost for the kit and update the **Last Recalc** field.
   - Press **G** and then enter the line number to go to a particular line item. (This command appears only if there is more than one screen of line items.)
   - Press **N** to work with the next kit.
   - Press **D** to add or change documents attached to the kit record.

5. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Item



Use the Append/Edit Item dialog box to add or change a component in a kit.

The type of inventory item appears.

Inquiry

1. Enter or change the location ID. The description of the location appears.

Inquiry

2. Enter or change the item ID. The description of the item appears.

Maint

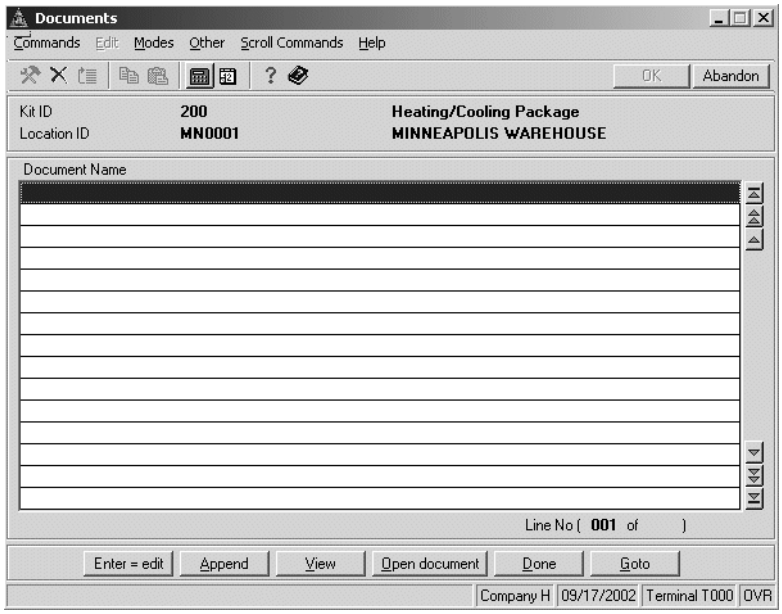
3. Enter or change the item quantity the kit requires.

Inquiry

4. Enter or change the unit of measure used in the kit. The unit cost and extended cost of the item appear.

5. To save your entries and return to the **File Maintenance** menu, use the **Proceed** (**OK**) command.

Documents


Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Kit ID 200 Heating/Cooling Package
Location ID MN0001 MINNEAPOLIS WAREHOUSE
Document Name
Line No (001 of)
Enter = edit Append View Open document Done Goto
Company H 09/17/2002 Terminal T000 OVR

Use the Documents dialog box to add or change documents attached to a kit record.

Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Manual* for more information.

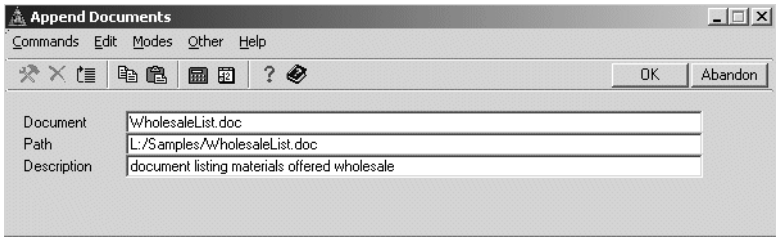
Press **D** to return to the Kits screen.

Press **G** and then enter the document name to move directly to that document. (This command appears only if you have more than one screen of attached documents.)

Attach a Document

Do the following to attach a document to a master file record:

1. Click **Append** or enter **A** to attach a document. The Append Documents dialog box appears.



2. Enter the document file name and extension, the full file path, and a description of the file you want to attach to the master file record.

3. Click **OK** or press **F7** to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then click **OK** or press **F7** to save your changes.

To view the file information about attached documents, select the document and then press **View** (or **V** in text mode). The View Documents dialog box appears. Press any key to exit.

To edit the document itself, click **Open document** or press **O** to launch the appropriate application and open the file.

Note: If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (***/***) and vice versa.

Delete Attached Documents

To remove a document attachment, select the attached document you wish to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Keep in mind that this procedure only removes the attachment from the master file record; it does not delete the file from its storage location.

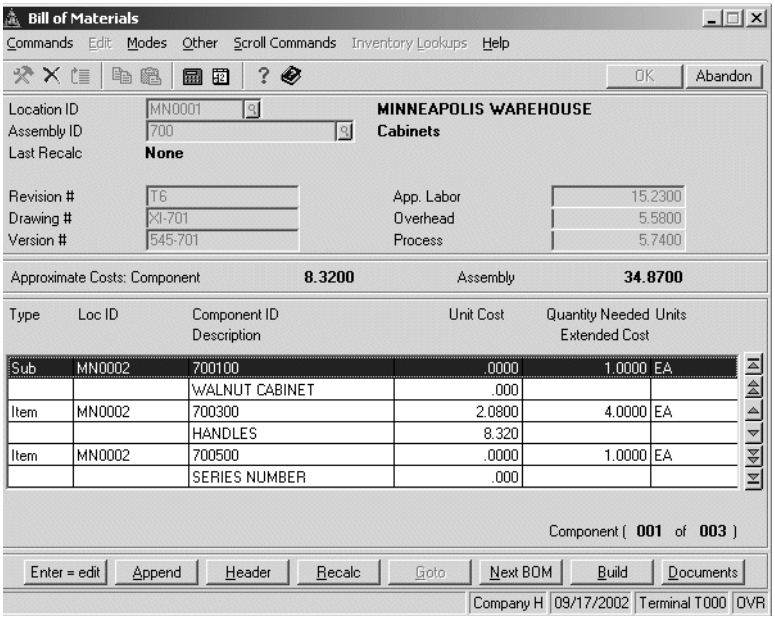
After you finish working with the Documents screen, use the **Exit** (**F7**) command to return to the Kits selection screen. Enter another Kit ID, or use the **Exit** (**F7**) command again to return to the **File Maintenance** menu.

Bill of Materials

Use the **Bill of Materials** function on the **File Maintenance** menu to establish and update information about assemblies. This function is useful if you often sell items that you assemble yourself.

To produce a list of the information entered in this function, use the **Bill of Materials List** function on the **Master File Lists** menu.

Select **Bill of Materials** from the **File Maintenance** menu. The Bill of Materials screen appears.


Bill of Materials
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Location ID MN0001 MINNEAPOLIS WAREHOUSE
Assembly ID 700 Cabinets
Last Recalc None
Revision # T6 App. Labor 15.2300
Drawing # XI-701 Overhead 5.5800
Version # 545-701 Process 5.7400
Approximate Costs: Component 8.3200 Assembly 34.8700
Type Loc ID Component ID Description Unit Cost Quantity Needed Units Extended Cost
Sub MN0002 700100 .0000 1.0000 EA
WALNUT CABINET .000
Item MN0002 700300 2.0800 4.0000 EA
HANDLES 8.320
Item MN0002 700500 .0000 1.0000 EA
SERIES NUMBER .000
Component (001 of 003)
Enter = edit Append Header Recalc Goto Next BOM Build Documents
Company H 09/17/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the location that stores the assembly.

Inquiry
Maint

2. Enter the ID of the assembly you want to add or change. The date of the last recalculation appears.

3. Use the first three fields to enter alphanumeric information you set up in the **Tables** function. Use the last three fields to enter numeric information you set up in the **Tables** function.

   The cost of the components appears.

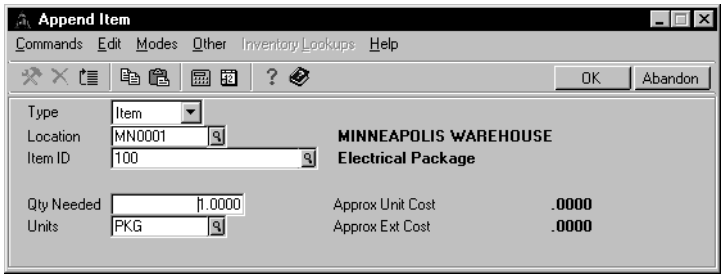
   The total cost of the assembly (including costs in the user-defined fields), type of component for the bill of materials, location ID of the component, component ID for the bill of materials, description of the component, quantity needed to make one assembly, and the component's unit of measure appear.

4. Select a command.

   - Move to the line you want to edit and press **Enter**. Then see "Append/ Edit Item" on page 6-11 for more information.
   - Press **A** to add an inventory item to the bill of materials.
   - Press **H** to edit the user-defined fields.
   - Press **R** to recalculate the cost of the bill of materials. If you use the Standard costing method in Inventory, these costs are updated in Inventory.
   - Press **G** and then enter the line number to go to a particular line item. (This command appears only if there is more than one screen of line items.)
   - Press **N** to enter and update information about the next bill of materials.
   - Press **B** to build the current assembly.
   - Press **D** to add or change documents attached to a master file record in OSAS.

5. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Item



Use the Append/Edit dialog box to add or edit bill of material, sub-assemblies, or component items.

1. Press **S** if the item is set up as a subassembly. Press **I** if the item is not an assembly.

Inquiry

2. Enter or change the location ID.

Inquiry
Maint

3. You must enter an item ID for a component to add it to an assembly. Enter or change the component or subassembly ID. The description appears.

4. Enter or change the quantity of the item the assembly requires. The quantity must be greater than zero.

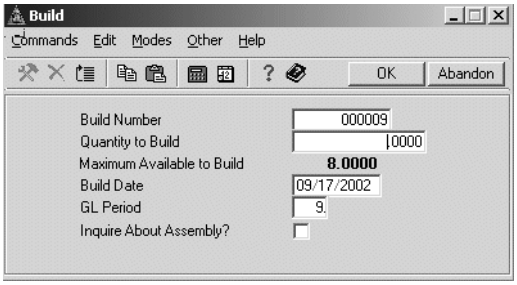
5. Enter or change the unit of measure the item requires.

   The item's approximate unit cost and extended cost defaults in from the **Items** function in Inventory.

6. To continue with building the assembly, use the **Proceed** (**OK**) command, or use the **Exit** (**F7**) command to exit to the Bill of Materials screen.

7. After the assembly is built, the **File Maintenance** menu appears. To exit from the **Bill of Materials** function without building, use the **Exit** (**F7**) command.

Build



Before the Build dialog box appears, the **Do you want to calculate the maximum available?** prompt appears when you enter the assembly ID. If you want the system to calculate the maximum number of assemblies you can build from inventory, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

Use the build dialog box to track an assembly.

1. Enter or change the build number and the number of assemblies you want to build.

2. If the system calculated the number available to build based on the components that make up the assembly, that number appears. If the system did not do the calculation, zero appears.

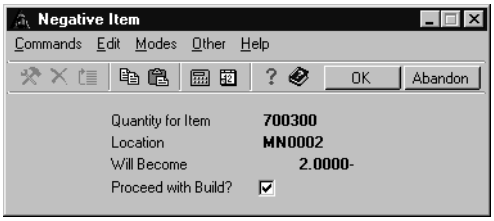
3. The system date appears. If the assembly is done on a different date, change the date.

4. Enter or change the general ledger period for the date of build.

5. If you want more information about the assembly before you build it, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. To continue building the assembly, use the **Proceed** (**OK**) command, or use the **Exit** (**F7**) command to exit to the Bill of Materials screen.

Negative Item



Use the Negative Item dialog box to track a build that makes the involved item quantity a negative number.

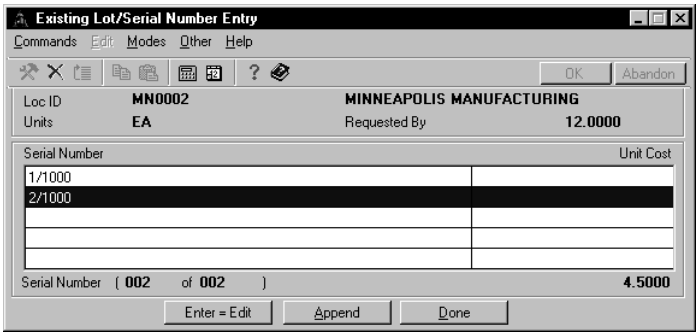
The item ID and the location for the item appears.

The negative quantity created when you entered the quantity to build appears. You cannot include serialized items in negative builds. You must have enough serialized items on hand in order to build an assembly. If not enough serialized items are on hand, the system does not continue with the build.

To continue building the specified number of assemblies, select the check box (or enter **Y** in text mode). To terminate the build, clear the box (or enter **N** in text mode).

Use the **Proceed** (**OK**) command to continue with the build. When the build is complete, enter another assembly ID to build or use the **Exit** (**F7**) command to return to the Bills of Material screen.

New/Existing Lot/Serial Number Entry


Existing Lot/Serial Number Entry
Commands Edit Modes Other Help
OK Abandon
Loc ID MN0002 MINNEAPOLIS MANUFACTURING
Units EA Requested By 12.0000
Serial Number Unit Cost
1/1000
2/1000
Serial Number (002 of 002) 4.5000
Enter = Edit Append Done

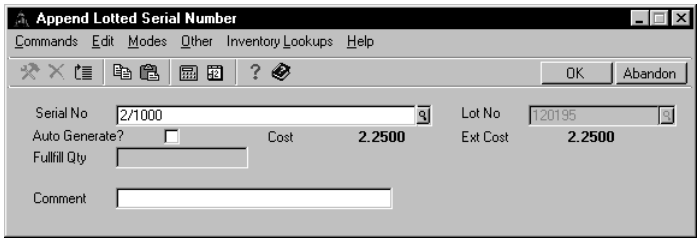
Use the New/Existing Lot/Serial Number Entry dialog box to enter or edit serial and lot numbers for inventory items used in a bill of materials. Information about the item, such as location ID, unit number, and unit cost appear.

- Move to the line you want to edit and press **Enter**. Then see "Append/Edit Lotted Serial Number" on page 6-15 for more information.

- Press **A** to append a bill of materials. Then see "Append/Edit Lotted Serial Number" on page 6-15 for more information.

- When you finish entering lot and serial data, use the **Done** (**D**) command to save your changes, or use the **Exit** (**F7**) command to exit to the **File Maintenance** menu.

Append/Edit Lotted Serial Number



Use the Append Lotted Serial Number dialog box to add information about lotted serialized items to a bill of material.

Inquiry

1. Enter the serial number for the item.

Inquiry

2. Enter or change the lot number for the item. The cost of the item and the extended cost of the item appear.

3. If you are building a serialized item, the **Auto Generate** check box appears. If you select the box, the system automatically generates serial numbers based on the starting serial number you supply.

4. Enter or change the quantity to remove from inventory. You can access this field only if you are working with a lotted non-serialized item.

5. Enter additional information about the item.

6. When you finish entering lot and serial information, use the **Proceed** (**OK**) command.

Documents

Use the Documents dialog box to add or change documents attached to a master file record in OSAS. See “Documents” on page 6-6 for more information.

Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User’s Manual* for more information.

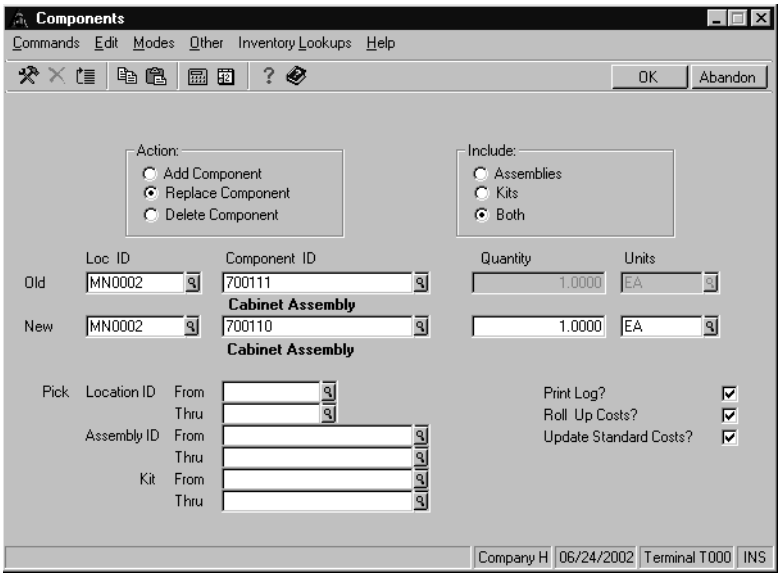
Press **D** to return to the Bill of Materials screen.

Components

Use the **Components** function on the **File Maintenance** menu to update the components used in several different assemblies at once. This function is useful if an item is discontinued and you need to replace it with a different item or a different quantity of items. You cannot use this function for location transfers.

You can produce a verification log of all the bills of materials that have been added, replaced, or deleted.

Select **Components** from the **File Maintenance** menu. The Components screen appears.



1. Select the action you want to perform. You can add a component, replace a component, or delete a component.

2. Select the type of information you want to include in the report. You can include assemblies only, kits only, or both kits and assemblies.

Inquiry

3. Enter the location ID of the component you want to change.

Inquiry

4. Enter the ID of the component you want to change. The component description appears.

   The quantity of the component appears.

Inquiry

5. The unit of measure for the component appears. Change it, if necessary.

6. The **Old** section appears if you are replacing a component. Enter the information about the component you are replacing in the **Loc ID**, **Component ID**, **Quantity**, and **Units** fields.

7. The **New** section appears if you are replacing a component. Enter the information about the replacement component in the **Loc ID**, **Component ID**, **Quantity**, and **Units** fields.

Inquiry

8. Enter the range of locations for which you want to change components in the **Pick Location ID** boxes.

Inquiry

9. If you elected to change components in assemblies, enter the range of assemblies for which you want to change components in the **Pick Assembly ID** boxes.

Inquiry

10. If you elected to change components in kits, enter the range of kits for which you want to change components in the **Pick Kit** boxes.

11. If you want to print a log of changed components, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

12. If you want costs to be rolled up for the range of kits and/or assemblies, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

13. If you want standard costs in Inventory to be updated, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

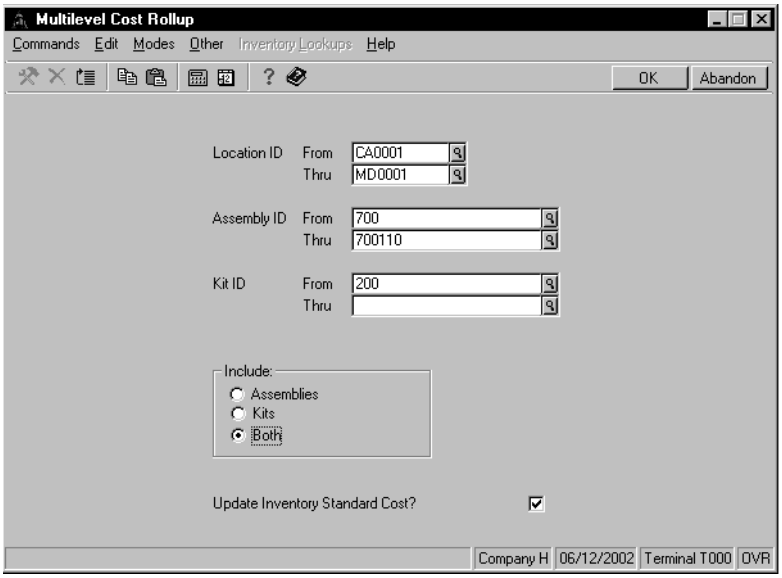
14. This field appears if you are adding a component. If the component already exists and you want the system to increase quantities for the component, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

15. Select the output device to begin printing the update log. See “Output the Report” on page 1-60 for more information. When the log is printed, the **File Maintenance** menu appears.

Multilevel Cost Rollup

Use the **Multilevel Cost Rollup** function on the **File Maintenance** menu to recalculate the cost for kits and assemblies. If Bill of Materials interfaces with Inventory, and you use the standard cost method, this function recalculates the standard cost makeup for each assembly or kit.

Select **Multilevel Cost Rollup** from the **File Maintenance** menu. The Multilevel Cost Rollup screen appears.



Inquiry

1. Enter the range of location, assembly, and kit IDs for which you want to recalculate costs, or leave the boxes blank to include all.

2. Select the information you want to include in the rollup. You can include assemblies only, kits only, or both kits and assemblies in the cost rollup.

3. If you want to update standard costs in Inventory, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

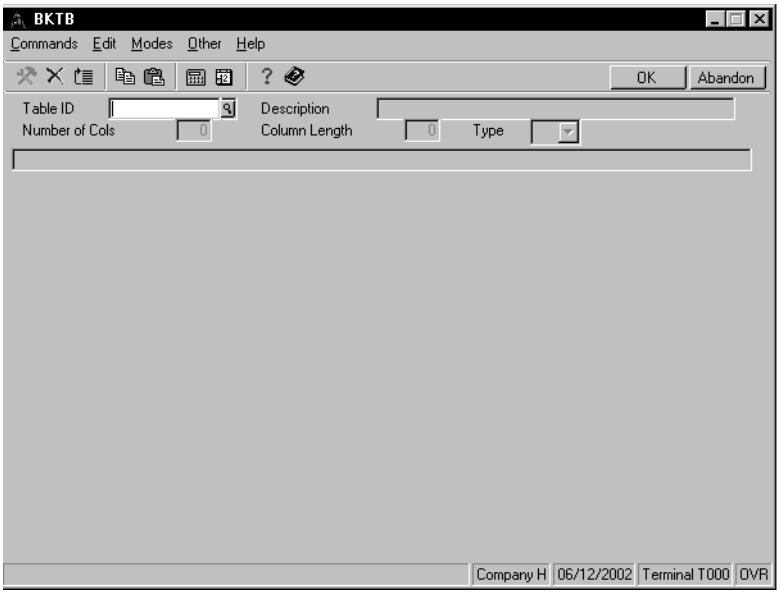
4. To save your entries, use the **Proceed** (**OK**) command.

Tables

Use the **Tables** function on the **File Maintenance** menu to maintain the **TRMBK** and **BKGLxxx** tables. Tables store information about the system, data, options, and default settings for other applications.

To produce a list of the information entered for each table, use the **Tables List** function on the **Master File Lists** menu.

Select **Tables** from the **File Maintenance** menu. The BKTB screen appears.



Inquiry

1. Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.

Inquiry

2. The **Copy From** field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.

3. Enter or change the description of the table. The number and length of columns in the table appears.

4. The type of characters you can enter in the table appears:

   - **A** – Alphanumeric
   - **N** – Numeric with two decimals
   - **3** – Numeric with three decimals
   - **4** – Numeric with four decimals

   Although you can change the type, you cannot enter any other type of character than the table originally specified.

5. To save your entries and exit to the **File Maintenance** menu, use the **Proceed** (**OK**) command.

TRMBK Table

The **TRMBK** table holds six fields that appear on other function screens. The first three fields are alphanumeric and appear on the Bill of Materials screen and the Kits screen; their values are for reference only and are not used in any calculations. The last three fields are numeric and appear on the Bill of Materials screen; their values are included in the cost of each assembly built.

Enter the table ID **TRMBK**. Then enter a label for each field. The first three fields hold miscellaneous information you might want to associate with an assembly or a kit—for example, a version number or a revision number.

BKGLxxx Table

The **BKGLxxx** table holds three general ledger accounts whose labels you can define and numbers you can specify when you use the **Bill of Materials** function. The values you enter in the fields with these labels are sent to these general ledger accounts.

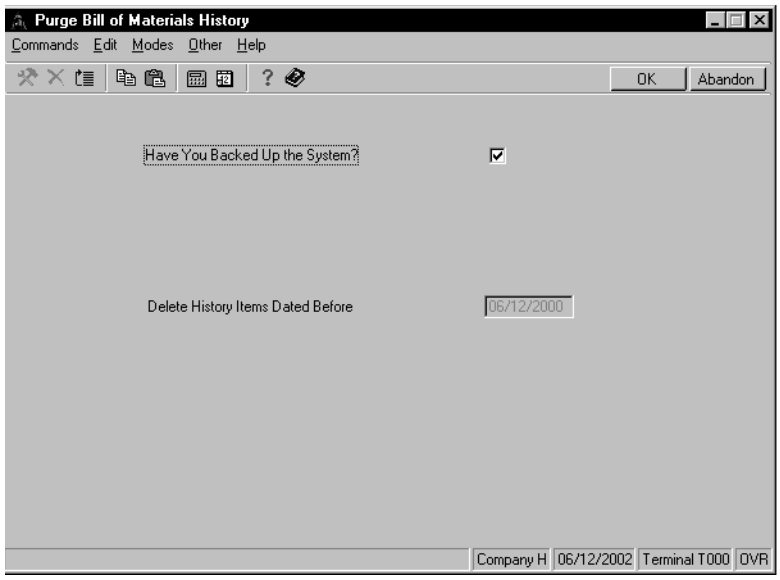
Enter the table ID **BKGLxxx** (*xxx* is the company ID). The description of fields 4–6 should be the same as user-defined fields 4–6 in the **TRMBK** table.

Enter the general ledger account number you want the values from fields 4–6 to be sent.

Purge Bill of Materials History

Use the **Purge Bill of Materials History** function on the **File Maintenance** menu to delete records of assemblies from the **BKHIxxx** (History) file. Use it when you want to free disk space. Before you use this function, produce the **Bill of Materials History Report**. You cannot recover historical data after you purge it.

Select **Purge Bill of Materials History** from the **File Maintenance** menu. The Purge Bill of Material History screen appears.



1. If you have backed up the information you want to purge, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), exit to the **File Maintenance** menu, and do so before continuing.

2. If you want to delete historical information about items built before the system date, press **Enter**. To delete historical information about items built before a different date, enter that date.

3. To save your entries, use the **Proceed** (**OK**) command. To return to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Master File List 7

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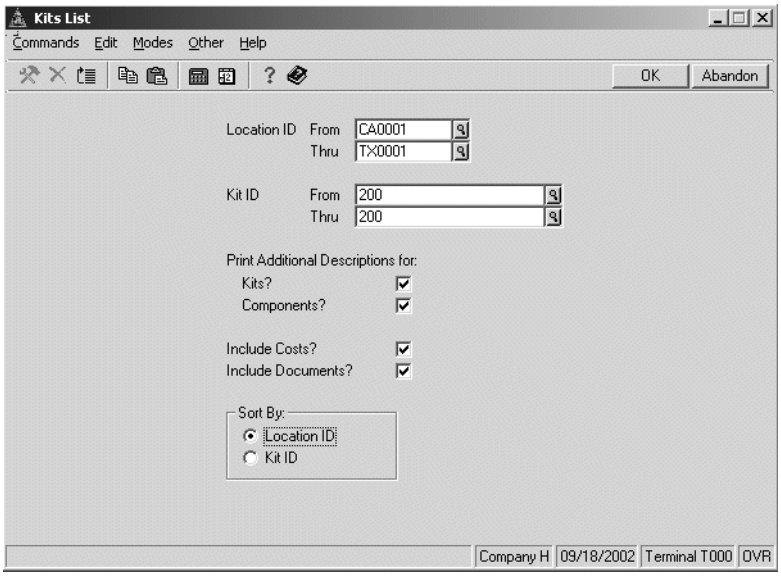
Printing a Master File List

All master file lists are produced in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you want to print. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Kits List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes.

   Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. If the screen contains check boxes, select the check box (or press **Y** in text mode) to print that type of information in the list. Clear the check box (or press **N** in text mode) if you do not want to print that type of information in the list.

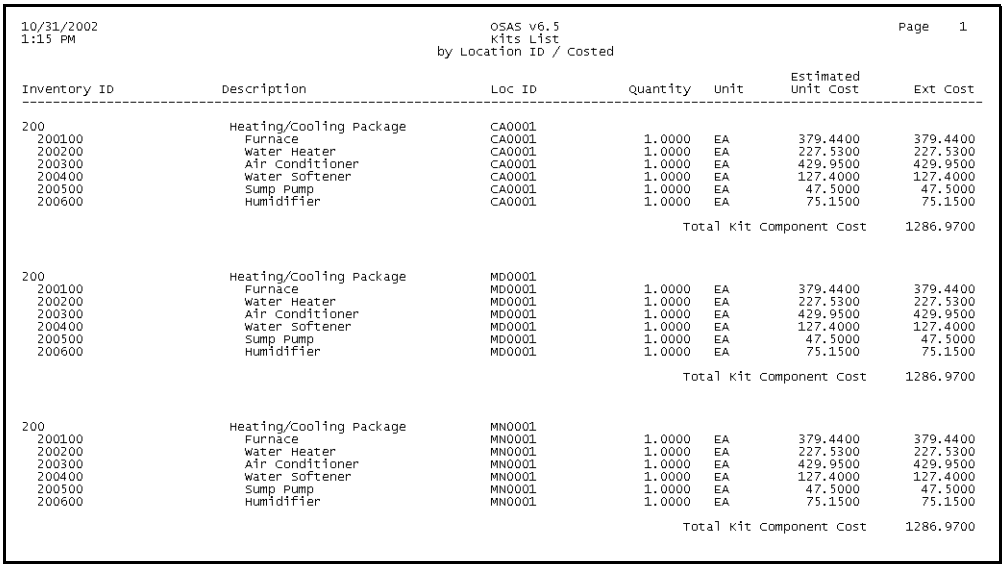
4. If the screen contains selection options that control how the system sorts the list (as in the **Sort By** box in the example), select the option to use when printing the list. You can select only one option.

5. Select the output device to begin printing the report. See “Output the Report” on page 1-60 for more information. After the list is produced, the **Master File Lists** menu appears.

Kits List

The **Kits List** shows the components that are in each kit and the cost of each component and each kit. This list is helpful when you plan a budget and want to see how to allocate components most effectively.

List Example



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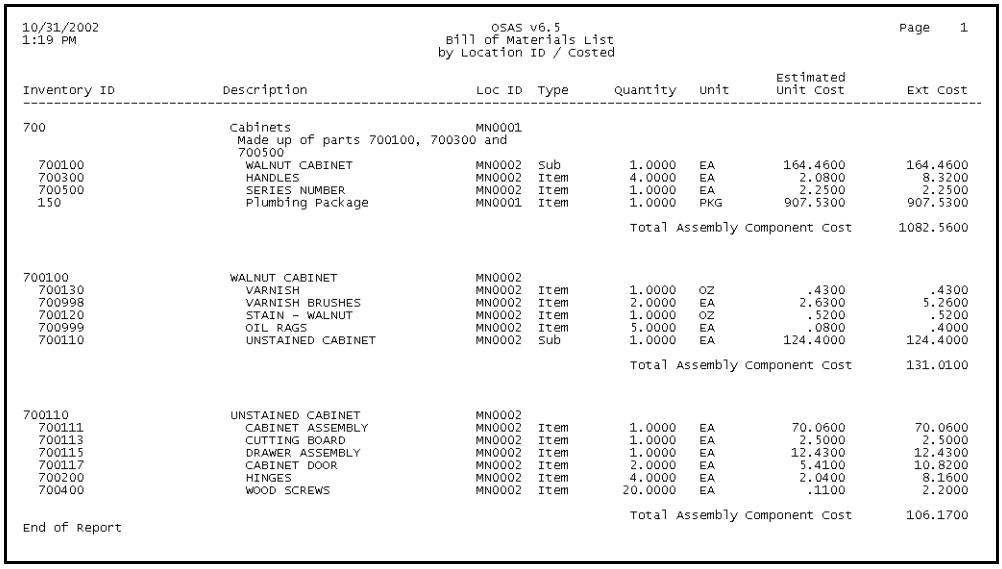
Kits List
by Location ID / Costed

Inventory ID	Description	Loc ID	Quantity	Unit	Estimated Unit Cost	Ext Cost
200	Heating/Cooling Package	CA0001				
200100	Furnace	CA0001	1.0000	EA	379.4400	379.4400
200200	Water Heater	CA0001	1.0000	EA	227.5300	227.5300
200300	Air Conditioner	CA0001	1.0000	EA	429.9500	429.9500
200400	Water Softener	CA0001	1.0000	EA	127.4000	127.4000
200500	Sump Pump	CA0001	1.0000	EA	47.5000	47.5000
200600	Humidifier	CA0001	1.0000	EA	75.1500	75.1500
					Total Kit Component Cost	1286.9700
200	Heating/Cooling Package	MD0001				
200100	Furnace	MD0001	1.0000	EA	379.4400	379.4400
200200	Water Heater	MD0001	1.0000	EA	227.5300	227.5300
200300	Air Conditioner	MD0001	1.0000	EA	429.9500	429.9500
200400	Water Softener	MD0001	1.0000	EA	127.4000	127.4000
200500	Sump Pump	MD0001	1.0000	EA	47.5000	47.5000
200600	Humidifier	MD0001	1.0000	EA	75.1500	75.1500
					Total Kit Component Cost	1286.9700
200	Heating/Cooling Package	MN0001				
200100	Furnace	MN0001	1.0000	EA	379.4400	379.4400
200200	Water Heater	MN0001	1.0000	EA	227.5300	227.5300
200300	Air Conditioner	MN0001	1.0000	EA	429.9500	429.9500
200400	Water Softener	MN0001	1.0000	EA	127.4000	127.4000
200500	Sump Pump	MN0001	1.0000	EA	47.5000	47.5000
200600	Humidifier	MN0001	1.0000	EA	75.1500	75.1500
					Total Kit Component Cost	1286.9700

Bill of Materials List

The **Bill of Materials List** shows the components that are in each assembly and the cost of each component and assembly.

List Example



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Bill of Materials List
by Location ID / Costed

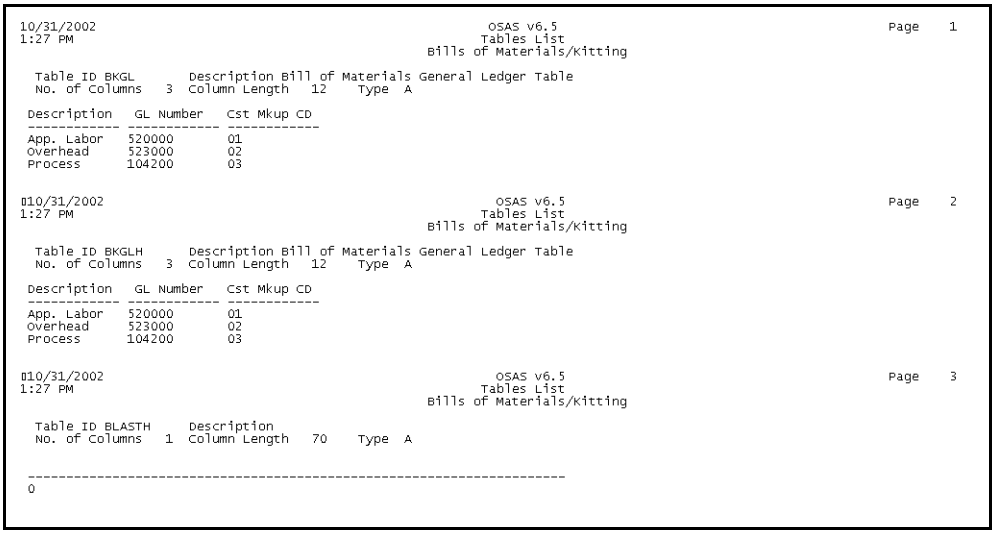
Inventory ID	Description	Loc ID	Type	Quantity	Unit	Estimated Unit Cost	Ext Cost
700	Cabinets Made up of parts 700100, 700300 and 700500	MN0001					
700100	WALNUT CABINET	MN0002	Sub	1.0000	EA	164.4600	164.4600
700300	HANDLES	MN0002	Item	4.0000	EA	2.0800	8.3200
700500	SERIES NUMBER	MN0002	Item	1.0000	EA	2.2500	2.2500
150	Plumbing Package	MN0001	Item	1.0000	PKG	907.5300	907.5300
					Total Assembly Component Cost		1082.5600
700100	WALNUT CABINET	MN0002					
700130	VARNISH	MN0002	Item	1.0000	OZ	.4300	.4300
700998	VARNISH BRUSHES	MN0002	Item	2.0000	EA	2.6300	5.2600
700120	STAIN - WALNUT	MN0002	Item	1.0000	OZ	.5200	.5200
700999	OIL RAGS	MN0002	Item	5.0000	EA	.0800	.4000
700110	UNSTAINED CABINET	MN0002	Sub	1.0000	EA	124.4000	124.4000
					Total Assembly Component Cost		131.0100
700110	UNSTAINED CABINET	MN0002					
700111	CABINET ASSEMBLY	MN0002	Item	1.0000	EA	70.0600	70.0600
700113	CUTTING BOARD	MN0002	Item	1.0000	EA	2.5000	2.5000
700115	DRAWER ASSEMBLY	MN0002	Item	1.0000	EA	12.4300	12.4300
700117	CABINET DOOR	MN0002	Item	2.0000	EA	5.4100	10.8200
700200	HINGES	MN0002	Item	4.0000	EA	2.0400	8.1600
700400	WOOD SCREWS	MN0002	Item	20.0000	EA	.1100	2.2000
					Total Assembly Component Cost		106.1700

End of Report

Tables List

The **Tables List** provides information about the table you select. It is helpful when you plan to change a table and want a list to compare it against.

List Example



```
10/31/2002                                          OSAS v6.5                                    Page    1
1:27 PM                                           Tables List
                                            Bills of Materials/Kitting

  Table ID BKGL       Description Bill of Materials General Ledger Table
  No. of Columns   3  Column Length   12    Type  A

 Description   GL Number   Cst Mkup CD
 ------------ ------------ ------------
 App. Labor   520000       01
 Overhead     523000       02
 Process      104200       03


 10/31/2002                                         OSAS v6.5                                    Page    2
1:27 PM                                           Tables List
                                            Bills of Materials/Kitting

  Table ID BKGLH      Description Bill of Materials General Ledger Table
  No. of Columns   3  Column Length   12    Type  A

 Description   GL Number   Cst Mkup CD
 ------------ ------------ ------------
 App. Labor   520000       01
 Overhead     523000       02
 Process      104200       03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1:27 PM                                           Tables List
                                            Bills of Materials/Kitting

  Table ID BLASTH     Description
  No. of Columns   1  Column Length   70    Type  A


 ------------------------------------------------------------------------
 0
```

System Messages A

***{ID}* Already sold.**

The serialized item you are trying to work with has been sold and the sale has been posted.

***{ID}* Currently in use.**

The serialized item you are trying to work with has been sold or is committed. The sale has not been posted, but it is no longer available.

***{ID}* Is a BOM.**

You cannot use the ID of an existing assembly for a kit or a different assembly.

***{ID}* Is a Kit.**

You cannot use the ID of an existing kit for an assembly or a different kit.

***{Item ID}* Is not on file.**

You cannot use an item that is not in the **INVExxx** (Items) file. You may have deleted an item from inventory without deleting it from the definition of an assembly or a kit.

***{Location ID}* Is not on file.**
***{Location ID}* Not found.**
***{Location ID}* Is not a valid location.**

The location ID you entered does not exist. You cannot add locations in Bill of Materials/Kitting; you must use the **Locations** function in Inventory (see the *Inventory User's Manual*).

***{table ID}* Table not found.**

This table is not on file, probably because it was deleted. Try to reconstruct the table.

A *{BOM/Kit}* cannot contain itself.

A BOM or a kit cannot carry its own ID as part of its definition.

Already sold.

You cannot commit an item (assembly or kit) that has already been sold.

Amount entered causes assembly cost to be too large.

A cost cannot be larger than $999,999.9999. The amount you entered pushes the cost over this amount.

Build abandoned after record in use message.

If you try to build an assembly that involves an item someone else is using, the **Record in Use** message appears, and the building operation stops.

Build cancelled. Assembly contains no components.

You cannot build an assembly that does not have any components. One reason the assembly does not have components might be that the components' (items') IDs were deleted from Inventory since the assembly was defined in the BOM.

Build cancelled. Assembly *{assembly ID}* not on file.

You cannot build an assembly that is not on file. One reason it is not on file might be that the assembly (item) ID was deleted from Inventory since it was defined in the BOM.

Build cancelled. Fractional quantities found for serialized items.

You cannot build an assembly that has a fractional quantity for at least one serialized item.

Build cancelled. The maximum of *{number}* levels has been reached.

You have too many levels of assemblies or kits. You cannot track more than 10 levels.

Build request is above maximum available.

When you send instructions to build more assemblies than your inventory is capable of supporting, you can proceed only if the **Allow Negative Builds** option is set to **YES** in the **Options and Interfaces** function in Resource Manager (see the *Resource Manager User's Manual*; the code is **BK**).

Cannot delete last component of a *{Assembly/Kit}*.
Cannot delete last line of a *{Assembly/Kit}*.

You cannot delete the last line of an assembly or a kit; if you could, you would delete the assembly or kit.

Changing line type to 'KIT' will clear all values.

The values in the line-item entry area disappear when you enter the letter **K** to declare the item as a kit.

Component already exists for this *{Assembly/Kit}*.

You cannot assign the same component to an assembly or a kit more than once.

Component *{item ID}* in location *{location ID}* not on file.

The specified component is not in the specified location. Perhaps a user used the **Location Transfers** function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly in Bill of Materials/Kitting.

Cost update aborted.

You cannot update cost information about a kit or an assembly which involves an inventory item which is not in the **INVExxx** (Items) file. You must first define all items in the **Items** function in Inventory (see the *Inventory User's Manual*).

Currently in use.

You cannot commit an item (assembly or kit) that is being used.

Detail history not selected in Options table.

You cannot work with detail history of an assembly or a kit unless the **Keep Detail History** option in the Resource Manager **Options and Interfaces** function is set to **YES**.

Fractional quantities not allowed for *{serialized items/material items}*.

You must enter whole numbers for quantities of serialized items and material items.

GL account for *{user-defined field}* does not exist.

You cannot build an assembly when the **BKGLxxx** table has a general ledger account label without an account number.

If you use General Ledger, you must enter an account number. If you do not use General Ledger, go to the **BKGLxxx** table and either add a number to the label or remove the label without the number.

GL account table *{ID}* not found.

You cannot use a function which involves General Ledger accounts from a **BKGLxxx** table which does not exist. The table may have been deleted from the system with the **Delete** (**F3**) command on the table itself.

Invalid unit of measure.

You must enter a valid unit of measure. Valid options appear at the bottom of the screen.

Inventory item: *{item ID}*, Loc ID *{location ID}*, not found.

The specified item is not in the specified location. Perhaps a user used the **Location Transfers** function in Inventory to move the component (item) to a different location since you defined the component as a part of the assembly in Bill of Materials/Kitting.

Inventory update for this component aborted.

The update for the quantity of the component in inventory has been stopped because you cancelled the instruction to build an assembly.

Item already exists on this assembly.

You cannot add an item twice to the same assembly. You can update the quantity of the item to increase the number of the item the assembly requires.

Item *{item ID}* does not have a materials list.

The specified item does not have any materials assigned to it; you cannot build it. Use the Bill of Materials function to assign materials to it.

Item *{item ID}* is an assembly.
Item *{item ID}* is not a bill of material.
Item *{item ID}* is not a component.

An item cannot be an assembly and a kit at the same time.

To work with a kit, you must enter an item that is not already an assembly. To work with an assembly, you must enter an item that is not already a kit.

Item *{item ID}* is not an inventory item.

Items you enter, either as assemblies, kits, or components, must already be in inventory.

Item *{item ID}* is not in location *{location ID}*.
Item *{item ID}* is not on file.
Item *{item ID}* not found in location.

The specified item is not in the specified location. Perhaps a user used the **Location Transfers** function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly.

Kit *{ID}* is not on file.

You must enter the ID of an existing kit. To define a kit, use the **Kits** function.

A kit cannot contain itself.

You cannot include a kit as part of the definition of itself.

Location *{location ID}* is not on file.

The location ID you entered is not on file. Enter an ID that is on file in Inventory.

Material List: *{list}*, Loc ID *{location ID}*, not found.

The specified list of materials is not in the specified location. Perhaps a user used the **Location Transfers** function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly in Bill of Materials/Kitting.

Maximum number of lines reached.
Maximum number of lines reached. Cannot insert.

You can assign only 999 items to a kit or an assembly.

Must enter *I* or *K* or *J*.

The type of item you enter must be specified as either an item, a kit, or a job. Depending on which applications are interfaced, not all these choices may be available.

Negative quantities discovered—Press Enter to back out build.

The **Allow Negative Builds** option is set to **NO** in the **Options and Interfaces** function in Resource Manager. Press **Enter** to abort.

If you want to build an assembly that will drive the quantity of one of your items below zero, you must set the **Allow Negative Builds** option to **YES** in Resource Manager.

No bills of material on file.

You have not defined any BOMs. Define a BOM (assembly) in the **Bill of Materials** function.

Press any key to continue with Recalc.

To recalculate the number of assemblies to build, press any key.

Press F3 to delete the entire *{ID}*.

When you try to delete an assembly or a kit, this message appears for verification. If you do not want to delete, use the **Abandon** (**F5**) command.

Quantity must be greater than zero.

You must enter a positive quantity. A quantity of zero would mean that you do no want to build, and a negative quantity would mean that you want to take assemblies apart.

Quantity will become *{n}* for inventory.

You have instructed the system to push the quantity of the assembly larger than 999,999.9999 or smaller than -999,999.9999. Reduce or increase the quantity to fit within the range.

Recalculate cost total?

Information about the item (assembly or kit) has changed, probably because of a change in the **INVExxx** (Items) file with one of the items involved. To enter the instruction to recalculate the cost, use the **Proceed** (**OK**) command; to cancel, use the **Abandon** (**F5**) command.

Record in use.

Because someone else is using the item (assembly or kit) you are trying to work with, you cannot change the record, and can read it only when the other user is finished using the record.

Restoring item: *{ID}*.

The items that were being assembled are restored when you enter **NO** in the **Proceed with Build** field for one of the assembly's items after giving the instruction to build the assembly or when the **Negative Quantities Discovered** message appears and you press **Enter**.

Serialized components must have integer quantities.

You must enter whole numbers for quantities of serialized items.

Serialized kits are not allowed.
Serialized items are not allowed in kits.

You cannot involve serialized items with kits, either as kit IDs or as components of kits.

Serial number *{serial number}* found under item *{item ID}*.

You must assign a serial number to the item involved with the assembly or kit. A user may have made this item serialized since the assembly or kit was defined.

Service items are not allowed in bills of material.

You cannot include a service item in a bill of materials.

Terminology table *{ID}* not found.

You cannot use a function which involves user-defined fields from a **TRMBKxxx** table which does not exist. The table may have been deleted from the system with the **Delete** (**F3**) command on the table itself.

Thru value cannot be less than from value.

The **Thru** value must be greater than or equal to the **From** value.

A valid *{item/location}* is required.

You must enter an item or a location that is already in inventory.

Valid units of measure are:

You must enter one of the units of measure listed at the bottom of the screen.

You must build the CNVTxxx table first.

You must build the **CNVTxxx** table before you build assemblies or assign transactions to periods. If General Ledger is installed, you can interface Bill of Materials/Kitting with General Ledger and use the **Period Setup** function in Resource Manager to build the **CNVTxxx** table.

File Descriptions B

BKHIxxx (History) file

When you build, information is sent from a scratch file to the **BKJRxxx** and **BKHIxxx** files and to the Inventory system.

The **BKHIxxx** file holds historical information about each assembly built: quantity and cost of the assembly, date of the assembly, and information in the user-defined fields.

The file holds information until you remove it. Use the **Purge Bill of Materials History** function to remove information from the **BKHIxxx** file, based on the date it was built.

BKJRxxx (Transaction/Journal) file

When you build, information is sent from the scratch file to the **BKHIxxx**, **BKJRxxx**, **BKTRxxx**, and **BKLSxxx** files and to the Inventory system.

The **BKJRxxx** file is sent account information about each component: general ledger period, account number, assembly ID and date of assembly, entry type and amount, sequence number, description, and reference number. This information is held in the file until you post, when it is transferred to the **GLJRxxx** file.

BKLSxxx (Transaction Lot/Serial Numbers) file

The **BKLSxxx** file stores quantities and lot and serial information from builds.

BKMDxxx (Master Detail) file

The **BKMDxxx** file stores information about assemblies, components, and general ledger account numbers.

BKMHxxx (Master Header) file

The **BKMHxxx** file stores information about assemblies and user-defined fields.

BKTB (Tables) file

The **BKTB** file stores information about the **TRMBK** and **BKGLxxx** tables.

The **TRMBK** table stores information about user-defined fields that you can assign to the header section of the **Kits** function and the **Bill of Materials** function. Refer to the **Tables** function for information about how the information is used.

The **BKGLxxx** table stores General Ledger accounts for user-defined fields. You can assign these accounts to user-defined fields 4 to 6 in the header section of the **Bill of Materials** function.

When you build an assembly or a kit, information about which components are involved comes from the **BKMDxxx** file. Information about each component comes from the Inventory system. Information for user-defined fields comes from the **BKTB** file.

BKTRx (Build Assembly Transaction) file

The **BKTRx** file stores information about assemblies, components, levels, units of measure, general ledger account numbers, quantities, and costs from builds.

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